

BOROUGH OF MANHATTAN COMMUNITY COLLEGE  
The City University of New York

**INSTRUCTIONS TO APPLICANTS FOR ADJUNCT PROMOTION**

**For promotion to senior faculty ranks: Associate Professor and full Professor:**

1. Obtain the **Application for Adjunct Promotion** form and the CUNY **Curriculum Vitae** form (for Adjunct Promotion), and instructions for each, from the Office of Human Resources, S-710. Complete both forms per the attached instructions. Submit the completed, **original**, forms to the office the Assistant to the Dean for Faculty and Staff Relations, S-712 on or before the published deadline. Simultaneously, submit copies of both forms to your department chairperson. The department chairperson must complete pages 4 and 5 of the Curriculum Vitae form, the Chairperson's Report and the section on Student Evaluations. The chairperson is to share the report with the candidate before the departmental personnel and budget committee considers the application.
2. **At the same time**, (on or before the published deadline) you must submit, to the Assistant to the Dean for Faculty and Staff Relations (S-712), the names, institutional or organizational affiliation, and professional relationship to you, of no less than three (3) and no more than five (5) references from outside BMCC. These must be professional references, not personal or character references. They are to be written by people in your field of specialization who are prepared to comment on qualifications for senior faculty rank, as cited below. The Vice President for Academic Affairs will review the references and you will be notified when they have been approved (or if any revision or clarification is required). **Once the references have been approved it becomes your responsibility to request the letters from them.** All reference letters should be addressed to the Assistant to the Dean for Faculty and Staff Relations. The Assistant to the Dean for Faculty and Staff Relations will monitor receipt of the letters and notify you when they are received. No request for promotion will be considered until at least three letters of reference, from the approved list, have been received.
3. All items in the Application for Promotion must be completed precisely and carefully. Entries under department, college, and community service must be full and informative. An entry such as "served on department curriculum committee" alone is not helpful to those involved in the evaluative process. Give inclusive dates: indicate the significance of your role and participation. Focus is on activity since achievement of current rank.

Similarly, under publications, research activities and grants, enter full bibliographic citations, including pagination. Indicate if refereed publications. Spell out details of funded research projects. Entries that are imprecise or indefinite detract from an application.

**QUALIFICATIONS FOR SENIOR FACULTY RANK:** Under CUNY Bylaws (11.7. B. 3 and 4) for promotion to **Associate Professor** - The candidate must a record of significant achievement in the field or profession. There must also be evidence of alertness and intellectual energy which has gained respect outside the immediate academic community. Further, there must be evidence of continued growth and of continued effectiveness in teaching.

For promotion to **Professor**, The candidate must also have a record of exceptional intellectual, educational or artistic achievement and an established reputation for excellence in teaching and scholarship in the discipline. The judgement on promotion shall consider primarily evidence of continued growth, achievement in teaching and scholarship following the most recent promotion. Longevity and seniority alone shall not be sufficient for promotion to senior rank.

The reference letters provide, in part, the “evidence” and “record” cited above.

USE ALL ADDITIONAL PAGES YOU DEEM NECESSARY.

**BOROUGH OF MANHATTAN COMMUNITY COLLEGE**  
The City University of New York

**APPLICATION FOR ADJUNCT PROMOTION**

Instructions: Adjunct faculty members must complete and submit the original of this application form to the Assistant to the Dean for Faculty and Staff Relations, room S-712, and submit a copy of the form to their department chairperson prior to the published deadline. The Application for promotion must be accompanied by a CUNY Curriculum Vitae form. All entries must be typed. Attach additional sheets wherever necessary.

1. Name: \_\_\_\_\_ Social Security Number \_\_\_\_\_

2. Department: \_\_\_\_\_

3. Date of initial adjunct appointment to BMCC: \_\_\_\_\_

4. Date of previous promotions: \_\_\_\_\_

5. Present rank: \_\_\_\_\_ 6. Rank if promoted: \_\_\_\_\_

NOTE: for parts 7 through 17, enter only relevant items since your last promotion, or, if you have not been promoted, since your initial BMCC appointment. Enter dates of all activities. For service categories, entries should indicate scope or significance of contributions. Use extra sheets if necessary.

7. Publications: (include full bibliographic citations, copies of reprints should be attached)

\_\_\_\_\_

8. Research:

\_\_\_\_\_

9. Student guidance:

\_\_\_\_\_

10. Creative works: (in field or subject taught at BMCC)

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11. Public and professional activities: (Seminars, forums, workshops, conferences, lectures, - in field or subject taught at BMCC - indicate level of participation, include dates)

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12. Honors and awards:

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13. Grants writing: (list funding institution, grant titles, period of funding, etc.)

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14. Department, College, and University service: (e.g., committee activities, contributions to college life, role in extra curricular activities – include dates)

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15: Course and curricula development:

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16: Administrative assignments:

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17. Community service: (Be specific about institutions, organizations, membership, offices held, etc.)

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18. Remarks by candidate in support of his/her application for promotion:

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Signature of faculty member: \_\_\_\_\_

Date submitted: \_\_\_\_\_

**CURRICULUM VITAE INSTRUCTIONS**  
**(FOR ADJUNCT PROMOTION)**

**ALL ENTRIES MUST BE TYPED**

1. Place date to the right of "CURRICULUM VITAE".
2. RECOMMENDATION FOR: Check (X) promotion
3. TITLE: Enter title (rank) to which you wish to be promoted.
4. EFFECTIVE DATE: September 1<sup>st</sup> following the year of the application (e.g., Applications submitted November 1, 2000 are for promotions effective September 1, 2001)
5. HIGHER EDUCATION:
  - (A) Degrees: Enter degrees actually conferred. Do not enter progress toward degree. Do not enter certificates or licenses.
  - (B) Additional Higher Education and/or Education in Progress: Enter courses and total credits earned toward degrees not yet completed. Enter certificates or licenses.
6. EXPERIENCE:
  - (A) Teaching: Enter teaching positions only. Enter in reverse chronological order with BMCC at the top. Single line entries, e.g., BMCC – 1990 to present – Adjunct Assistant Professor – Department.
  - (B) Other: Enter non-teaching experience.
7. ACADEMIC AND PROFESSIONAL HONORS: Do not enter secondary school record or honors. Enter only items applicable in higher education and professional circles. Enter the date, at least year, of each award. e.g. Phi Beta Kappa, 1988.
8. PUBLICATIONS: Give full bibliographic citations, including pagination. Do not include entries in which you were only cited in another's work. If you authored part of a work, indicate scope of your contribution, e.g., Chapter 2, Title, pp. 29-61.
9. MEMBERSHIP IN PROFESSIONAL SOCIETIES: Do not include social, ethnic, or charitable organizations which are connected with your personal life or affairs. Enter only professional organizations associated with your professional or teaching occupation. If you have only been a member, the entry should so indicate, e.g., American Historical Society, Member, 1989 – 1999. If you have served the organization in a special capacity, indicate the significance of your contribution, e.g., American Historical Association, Member, 1989 – 1999; served on Program Committee for annual convention, 1996

10. REFERENCES: Candidates must submit the names of no less than three and no more than five professional references from outside BMCC. Include organization or institution, and professional relationship to you. The Vice President for Academic Affairs will review the references and you will be notified when they have been approved (or if any revision or clarification is required). **Once the references have been approved it becomes your responsibility to request the letters from the references.** All reference letters should be addressed to the Assistant to the Director of Human Resources. The Assistant to the Director of Human Resources will monitor receipt of the letters and notify you, before the beginning of the Spring semester, if the letters have not been received. It is, however, your responsibility to follow up and assure that the letters are submitted in a timely fashion.
11. CHAIRPERSON'S REPORT: To be completed by Departmental Chairperson.
12. STUDENT EVALUATIONS: To be completed by Departmental Chairperson. There should be a summary statement and a record of results for a period of three years, wherever possible.
13. RECORD AT THE COLLEGE: Enter date, and rank of initial appointment and previous promotions as appropriate. Information can be obtained from the Office of Human Resources (S710).
14. PERSONAL DATA: Please supply all requested information.

**USE ADDITIONAL PAGES WHERE NECESSARY.**

Label additional pages clearly, e.g., Publications – continued.

# Curriculum Vitae

For Adjunct Promotion

NAME

COLLEGE

RECOMMENDATION FOR

APPOINTMENT

PROMOTION

REAPPOINTMENT

REAPPOINTMENT WITH TENURE

OTHER (Designation as Vice President, Dean, etc.)

TITLE

DEPARTMENT

EFFECTIVE DATE

SALARY RATE \$  
(subject to financial ability)

HIGHER EDUCATION

**A. Degrees**

<u>Institution</u>	<u>Dates Attended</u>	<u>Degree and Major</u>	<u>Date Conferred</u>
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**B. Additional Higher Education and/or Education in Progress**

<u>Institution</u>	<u>Date Attended</u>	<u>Courses, Etc.</u>
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EXPERIENCE

**A. Teaching**

<u>Institutions</u>	<u>Dates</u>	<u>Rank</u>	<u>Department</u>
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Experience (continued)

**B. Other**

**Institution**

**Date**

**Title**

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ACADEMIC AND PROFESSIONAL HONORS

PUBLICATIONS (Last five years only)

PUBLICATIONS (Continued)

Membership in Professional Societies (Last five years only)

REFERENCES (List name title and affiliation only.)

**CHAIRPERSON'S REPORT** (FOR ADJUNCT PROMOTION)

1. Classroom Instruction:

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2. Publications:

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3. Research:

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4. Student Guidance:

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5. Creative Works:

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6. Professional Activities:

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7. Honors and Awards:

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8. Grants:

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9. Department, College, University Service:

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10. Course and Curricula Development

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11. Administrative Assignments

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12. Community Service:

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Chairperson's  
Signature

Date  
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**STUDENT EVALUATION** (For reappointment, promotion, or reappointment with tenure)

RECORD AT COLLEGE

Date	Rank	Salary Rate
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PERSONAL DATA

Address:

Telephone No:

Military Status:

Social Security No:

Date of Birth:

Date Submitted to BHE \_\_\_\_\_

\_\_\_\_\_  
President