

Eugenio María de Hostos Community College
Of The City University of New York

Faculty Reappointment and Promotion Checklist

The following items must be included before a candidate can be reviewed for reappointment or promotion.

- CURRICULUM VITAE**
 - Updated CUNY CV, found on the OAA Website.
 - Make sure each section is complete. Do not include salary.
 - Note time qualifications under "Publications" and "Membership in Professional Societies."
 - Use appropriate citation format for publications and conference presentations. Make sure citations are complete.
 - Under publications, include only what has already been published or what is "in press." Separate "peer reviewed" from "non-peer reviewed" publications. Discuss article/book drafts and work sent out to journals or publishers for consideration in the portfolio itself.
 - Under "Service to the Institution," it is a good idea to make the subdivisions "Department," "College," "University," as you do in the portfolio.
 - Ignore the last three sections, "Chairperson's Report," "Student Evaluations," and "References."

- PORTFOLIO**
 - Do not include anything that was used to apply for the job, for instance, letters of reference.
 - Include only accomplishments made from the date of appointment on.
 - Make sure documents are complete, especially CUNY CVs, annual evaluations, student evaluations and teaching observations. In your "Teaching" narrative, analyze the student evaluations and teaching observations.
 - You can choose to update the narratives for each section. While keeping in previous narratives, add narratives that refer only to your accomplishments of the last year.

Faculty Reappointment and Promotion Checklist (cont'd)

- PORTFOLIO (cont'd)**
 - Make sure the sections are distinct. "Annual Evaluations" should contain Annual Evaluations; Faculty Activity Reports are optional. "Teaching" includes all activities related to teaching and curriculum development. "Professional Progress" means everything that speaks to your standing in your academic field, outside the department, college and university. "Service" relates to activities in the department, college, and university. It's a good idea to separate the "Service" section into these sub-fields. It's disconcerting for the reader to go back and forth between your work in the department and your work in the college.
- (There may be some overlap; for example, curriculum development may bridge "Teaching" and "Service," if it includes service on departmental or college curriculum committees. Mention such activities in both places if necessary; use your judgment. Similarly, using your professional expertise outside the university may go either in "Service" or "Professional Progress;" this is your choice.)
- Avoid plastic sleeves when possible. Books can be placed in the binder's pocket or in a separate packet. It is advisable to include actual issues of journals where your work appears.
 - Check the completeness of sample course syllabi. Make sure texts are properly cited.
 - The pages in the narratives should be numbered.
 - If you include students' work, delete their names and ID numbers.
 - Consider the portfolio to be a good piece of writing. Just as we tell students to support their ideas with evidence, and to only use appropriate evidence to support their ideas, your narratives should be backed up by documented evidence, and all documents should be referred to in the narratives. For example, if you include student essays, explain in your narrative what these essays show about your teaching: Why are they included? Likewise, if you write that you presented a paper at a conference, include photocopies of the cover or title page of the conference and the page(s) where your name appears as a presenter. If you participated in the planning committee of the conference or you were on the committee reviewing paper proposals, include the pages where your name is listed as a participant.

4.5.11/CP&B Reviewed and Approved