

First Reappointment Portfolio Template

- I. Cover Page: Photo (suggested), Name, Job Title, Department/Unit, First Reappointment
- II. Table of Contents Page: Include a list of contents of your portfolio with page numbers or clickable links
- III. Personal Statement: No more than (2) two pages typed and double-spaced.

Statement must unify the different sections of the portfolio by addressing beliefs about teaching, scholarship, and service. Also include a statement of philosophy about your role as a full-time faculty member at Hostos.
- IV. CUNY Curriculum Vitae

Downloadable Microsoft Word template from the OAA webpage:
<https://www.hostos.cuny.edu/Hostos/media/Office-of-Academic-Affairs/Academic-Advisement/Faculty-CV-Template.docx>
- V. Annual Evaluation by the Department Chair
- VI. TEACHING
 - A. Teaching Statement (one page) discussing philosophy of teaching and/or reflections on the classroom experience (where appropriate provide evidence that illustrates such philosophy, i.e., assignments or handouts)
 - B. List of Classes Taught: Specify Modality and Attribute (WI, Honors, Early College, OER, etc.)
 - C. Peer Observation Report(s) including Post-Observation Conference Memoranda
 - D. Student Evaluation of Teaching (if available)
 - E. Syllabi: One representative syllabus for each course and modality
- VII. PROFESSIONAL PROGRESS
 - A. Brief Statement of Professional/Scholarly Progress and/or Future Plans/Goals for Professional/Scholarly Progress (130 words at most)
- VIII. SERVICE
 - A. Brief Statement of Service and/or Future Plans/Goal for Service (130 words at most)

Second through Seventh/Tenure Reappointment Portfolio

Template

- I. Cover page: Photo (suggested), Name, Job Title, Department/Unit, Type of Reappointment
- II. Table of Contents: Include a detailed list of the contents of your portfolio with page numbers or clickable links so that reviewers can identify and locate support materials.
- III. Personal Statement: No more than two to three pages (2-3) typed and double-spaced.

The statement must unify the different sections of the portfolio by addressing the candidate's teaching, scholarship, and service as documented in the current portfolio. Also include a statement of philosophy about your role as a full-time faculty member at Hostos. The reflective statement must be rewritten or revised with each submission of the portfolio. Prior years' statements must be removed. Personal Statements for tenure and/or promotion should specifically state that the portfolio was crafted for the purpose of reappointment with tenure and/or promotion.

IV. CUNY Curriculum Vitae

Downloadable Microsoft Word template from the OAA webpage:

<https://www.hostos.cuny.edu/Hostos/media/Office-of-Academic-Affairs/Academic-Advisement/Faculty-CV-Template.docx>

Please consult with the Department Chairperson to ensure your CV accurately documents your cumulative work as an educator, scholar, and member of this college community, including your presentations, publications, service to the college, grants, etc. These entries **must** be in the appropriate categories with full information such as multiple authors and authorship order, genre, title of presentations, location/venue, dates, and live links if available. A reviewer will get a full picture of your contributions and work from looking at your CV, and should be able to go into the portfolio to look for specific evidence of your work, service, publications, and presentations.

V. Annual Evaluations

Include Annual Evaluations by the Chairperson or designee for **every year** of your full-time appointment.

VI. TEACHING

Refer to your department's grid and consult with your Chairperson for appropriate teaching and curriculum development activities to document, as these change from year to year. This section should include:

- A. Teaching Statement: No more than (2) two pages typed and double-spaced.
- B. Memo describing specific example/s of teaching strategies and strengths: No more

than (2) two pages

- C. A list of teaching responsibilities (all courses taught, organized by semester)
- D. Peer Observation Report(s) including Post-Observation Conference Memoranda: All courses taught organized by semester
- E. Reflections on Peer Observations Reports (reflective of the previous academic year)
- F. Student Evaluations of Teaching (include data and comments page)
- G. Reflections on Student Evaluations of Teaching
 - a. One paragraph addressing the trends of student evaluations of your teaching.
- H. Future Plans/Goals for Teaching (up to one page)
- I. Syllabi: One representative syllabus for each course and modality. Syllabi for discontinued courses do not need to be included.

VII. PROFESSIONAL PROGRESS

Refer to your department's grid and consult with your Chairperson for appropriate professional activities to document, as these change from year to year. This section should include:

- A. Scholarship Statement: Include a brief overview of professional growth and achievements. No more than (2) two pages typed and double-spaced. In the case of multiple authorship, please briefly describe your role in the publication in this section.
- B. Future Plans / Goals for Scholarship: No more than (1) one page, typed and double-spaced.
- C. Supporting Documentation for Professional Progress:
 - a. List of presentations (including date and location of presentation, organizing body, your role, and level: international, national, regional, CUNY, Hostos). For example:
 - i. Invited talks
 - ii. Conference presentations
 - iii. Panel and roundtable presentations
 - iv. Poster presentations
 - b. List of publications (in press or published only; indicate refereed publications; these entries **must** include full information such as multiple authors and

authorship order, genre, title, date, publisher, and live links if available). These should be in the format of your discipline.

- c. List of awarded grants
- d. Professional reputation and recognition. (All activities must be documented). For example:
 - i. Active role in professional associations within field of expertise (such as: officer, committee member, editorial board member, etc.)
 - ii. Reviewer (such as: of grants, articles, manuscripts, programs at other institutions, etc.)
 - iii. Service on external accreditation teams
 - iv. Consultancies
 - v. Awards, etc.

Note: Allied Health Professionals presenting additional certifications as evidence of Professional Progress should: a) briefly describe the certification, b) specify the exact number of required classroom and required clinical hours, c) outline the licensure procedure and any required exams, and d) identify the certification's governing body. Evidence of successful completion of the certification should be included at the end of the Professional Progress section.

VIII. SERVICE

Refer to your department's grid and consult with your Chairperson for appropriate service activities to document, as these change from year to year. This section should include:

- A. Service Statement: No more than (2) two pages, typed and double-spaced.

Document significant and sustained participation and/or leadership in the following, as per your departmental grid:

- Departmental programs, committees, and/or initiatives
- College-wide programs, committees, and/or initiatives
- CUNY-wide programs, committees, and/or initiatives

- B. Future Plans/Goals for Service: No more than (2) two pages, typed and double-spaced.

- C. Supporting Documentation for Service

These can include flyers, thank you correspondence, conference brochures, and/or

live links, etc.

IX. REFERENCE LETTERS: *Tenure/Promotion Portfolio ONLY*

**Recommendation Letter language revised by the CWPB April 4 & November 14, 2023.*

To prepare for promotion to Associate or Full Professor, tenure-track and tenured faculty are advised to robustly engage in professional activities such as publishing, speaking (or presenting) at national and international conferences, serving as reviewers at journals, and otherwise expanding their interests beyond a strictly regional context. Letters should be from noted national and/or international disciplinary experts who have attained significant academic rank or professional standing, and specifically speak to a candidate's reputation for disciplinary or pedagogical excellence.

Letter writers should supply a recent copy of their academic CV when submitting their recommendation letters for a candidate.

For Tenure, the candidate will have three letters of recommendation delivered to the Provost. The letters must be from outside of Hostos, and one must be from outside of CUNY.¹ The letters must specifically state a recommendation for tenure for the candidate.

For promotion to Associate Professor, the candidate will have three letters of recommendation delivered to the Provost. The letters must be from outside of Hostos, and one must be from outside of CUNY.² The letters must specifically speak to a candidate's reputation for disciplinary or pedagogical excellence and state a recommendation for promotion to Associate Professor for the candidate.³

For promotion to Full Professor, the candidate will have three letters of recommendation delivered to the Provost. The letters must be from outside of Hostos, and two of the three must be from outside of CUNY. The letters must specifically speak to a candidate's reputation for disciplinary or pedagogical excellence and state a recommendation for promotion to Full Professor for the candidate.

Letters must speak to the candidate's accomplishments since their last promotion.

As per the [CUNY Manual of General Policy, Article V, Policy 5.01](#) (in italics):

"The criteria for promotion shall be as follows (BTM,1975,09-22,005,___): . . .

Associate Professor: The candidate shall present evidence of scholarly achievement following the most recent promotion, in addition to evidence of continued effectiveness in teaching—the candidate should thus meet the qualifications required for tenure. (BTM,1975,09-22,005,___) . . .

Professor: The candidate must meet all the qualifications for an Associate Professor, in addition to

¹ When this provision takes effect, it shall be applied to candidates coming up for their 4th reappointment, and sooner. Remaining candidates will abide by the old rule of requiring 3 letters of recommendation, with none being from Hostos.

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³ Candidates seeking to use the same reference letters for both tenure and promotion to Associate Professor must ensure that their letter writers specifically state their letters are recommending the candidate for both tenure and promotion to Associate Professor.

having an established reputation for excellence in teaching and scholarship in his or her discipline. The judgment on promotion shall consider primarily evidence of achievement in teaching and scholarship following the most recent promotion. (BTM,1975,09-22,005,__).”

For Adjunct promotions, please note the following (in italics) from the [Hostos Guidelines for Faculty Evaluation, Reappointment and Tenure](#):

“GUIDELINES FOR PROMOTION FOR ADJUNCTS

Adjuncts must meet the same criteria for promotion as full-time faculty in a tenure track line for each rank. This applies to degree requirements, scholarship, professional reputation, student guidance and collegiality. Service to the institution is not expected at the same level as full time faculty.

PROCEDURE

Applicants will submit promotion request letter to Department Chair along with evidence that the promotion criteria has been met. Evidence includes presentation of a faculty portfolio, following the Hostos portfolio template, with a current CV, copies of publications and other evidence of items listed in CV.”

In keeping with the requirements for promotion of tenure-track and tenured faculty to Associate and Full Professor, recommendation letters for adjunct promotion shall follow the same requirements:

For promotion to Adjunct Associate Professor, the candidate will have three letters of recommendation delivered to the Provost. The letters must be from outside of Hostos, and one must be from outside of CUNY. The letters must specifically speak to a candidate’s reputation for disciplinary or pedagogical excellence and state a recommendation for promotion to Adjunct Associate Professor for the candidate.

For promotion to Adjunct Full Professor, the candidate will have three letters of recommendation delivered to the Provost. The letters must be from outside of Hostos, and two of the three must be from outside of CUNY. The letters must specifically speak to a candidate’s reputation for disciplinary or pedagogical excellence and state a recommendation for promotion to Adjunct Full Professor for the candidate.

Promotions Timeline

Unless an exceptional case arises, there shall be three years between the effective date of promotion to Associate Professor and the effective date of promotion to Full Professor. For example, if the candidate’s promotion to Associate Professor took effect on September 1, 2021, the candidate may submit a portfolio for promotion to Full Professor in the spring semester of 2024, which, if granted, would take effect on September 1, 2024. This timeline includes promotions for adjunct faculty as well. The College-Wide Personnel and Budget Committee will determine on a case-by-case basis if a candidate should be reviewed prior to the elapse of the three-year period between promotions.

Appendix A - Sample Portfolio Cover Page I

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

(inclusion of photo is suggested)

Name

Professorial Rank and Title

Department

Personnel Action
Semester of Submission

Appendix A - Sample Portfolio Cover Page II

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

Jane Doe
Assistant Professor of English
English Department

Third Reappointment as Assistant Professor
Fall 2004