

KINGSBOROUGH COMMUNITY COLLEGE
of
The City University of New York
PROMOTIONAL DATA FORM

EXPLANATIONS AND INSTRUCTIONS

I. Submission of Forms

Both the application for academic advancement and the promotional data form must be completed by the candidate for advancement. A new application must be filed each year that a faculty member requests consideration for advancement. The data form must initially be completed in full; the form is arranged so that material may be added to it to bring it up to date for each subsequent request for advancement. It is therefore important that all information be typed and entered on the data form in chronological order within each category.

II Verification of Information

Verification must be supplied wherever specified on the data form. ONLY VERIFIED INFORMATION WILL BE CONSIDERED. All verification must be submitted to the file by the deadline date for application.

- a) Verification of completed degrees and course work must be in the form of official transcripts. Progress on advanced degrees consisting of work other than courses must be verified either through transcripts or official letter from the Registrar, Department Chairperson, or dissertation sponsor. Please note that for degrees in progress, a completed listing of the requirements for the degree as they apply to you must be included. Verification of these requirements may consist of the official bulletin of the institution or other official publication and written statements by the Department Chairperson or the dissertation sponsor.
- b) The best verification of publication is the publication itself. Copies of a printed book or a journal or off-prints of an article are equally acceptable. Should copies of a book or journal be scarce, a copy may be lent to the file for the period of promotional consideration. Photocopies of articles are acceptable. Such a copy should also include the table of contents page of the journal.
- c) Published reviews are important in determining the value and stature of a book. No review should be listed on the data form unless a copy of it has been included in the file.
- d) Acceptance of books, articles, stories, poems, etc., are also worthy of inclusion in the data form, but are not to be considered as equivalent to material already published. Verification of acceptances must consist of copies of correspondence from the publisher or publication indicating unequivocal acceptance.

III Professional Activities

- a) Contributions to scholarly or professional meetings and conventions must be verified by submission of the official printed program indicating the nature of the contribution (paper, panel discussion, symposium, etc.)
- b) Listing of membership on departmental, college or university committees should include the name of the chairperson of the committee; this individual may be consulted by the personnel and advancement committees for evaluation of your service to the committee.

Any unusual problem or matter requiring further explanation should be referred directly to the Office of the Dean of Academic Affairs well in advance of the deadline date.

KINGSBOROUGH COMMUNITY COLLEGE
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APPLICATION FOR ACADEMIC ADVANCEMENT

NOTE TO THE APPLICANT: A separate application must be filed for each promotional consideration.

Pursuant to your application, your record as a teacher at Kingsborough Community College - including classroom teaching, committee work, work with students, and other pertinent activities - will be examined and evaluated by the appropriate departmental and college committees dealing with personnel and advancement. Outside educational and professional involvements which you list on the data form will also be considered. In addition, graduate work, publications, research, and other forms of professional development are significant in determining your readiness for advancement.

Accordingly, all such activities must be listed on the data form and all corroborative material and verifications on the data form must be included in your personnel file. Any material not listed on the data form or not included in the file by the stated deadline will not be considered by the personnel and advancement committees. Furthermore, the absence of verification of any degree or activity which establishes your eligibility for advancement will bar consideration of your application during this academic year.

Finally, the College may enlist outside assessment of any material you present in the interest of your advancement.

* * *

I hereby request that I be considered for advancement to the rank of _____
effective September 20_____.

Name (Please print)

Department

Signature

Present Rank

Date

Years in present rank as of August 31 next

PROMOTIONAL DATA FORM

1.

List all degrees, publications, and activities chronologically. All subsequent applications for advancement will be based on this form and material added to it.

NAME _____ SOCIAL SECURITY NO. _____

ADDRESS _____ TELEPHONE _____

TOWN, STATE, ZIP CODE _____

INITIAL APPOINTMENT AT KCC: _____ 19____ RANK AT INITIAL APPOINTMENT _____

RANK: (Insert dates.)

Lecturer: Sept. 19__ : Instructor: Sept. 19__ : Ass=t. Prof.: Sept. 19__ : Assoc. Prof.: Sept. 19__.

HEO Series: Ass=t to HEO: ____ 19__ : HEO Ass=t: ____ 19__ : HEO Assoc.: ____ 19__ : HEO ____ 19__.

CLT: ____ 19__ : Senior CLT ____ 19__.

OTHER: (List titles and dates.) _____

TENURE Sept. 19____

CCE Sept. 19____

EDUCATION: (List chronologically all undergraduate and graduate degrees COMPLETED.)

DEGREE (LIST EXACT TITLE)	SUBJECT OR AREA	INSTITUTION	DATE	TYPE OF VERIFICATION SUPPLIED

TITLE OF MASTERS THESIS: _____

TITLE OF DOCTORAL DISSERTATION: _____

TEACHING AND EMPLOYMENT OUTSIDE KCC: (List Chronologically.)

INSTITUTION	RANK	F/T - P/T	INCLUSIVE DATES (Mo./yr.)	VERIFICATION SUPPLIED

OTHER EMPLOYMENT: (List only activities related to present position or subject.)

EMPLOYER	POSITION OR TITLE	INCLUSIVE DATES	VERIFICATION SUPPLIED

EDUCATION IN PROGRESS: (Fill out a separate page 2 for each degree in progress.)

DEGREE _____ SUBJECT OR AREA _____ INSTITUTION _____

REQUIREMENTS FOR THE DEGREE: (Below indicate all requirements for the degree, as specified. The catalogue or publication dealing with the degree requirements must be submitted, as well as copies of any pertinent correspondence with the institution on your requirements and/or status.)

TOTAL COURSE CREDITS REQUIRED: _____

TOTAL NUMBER OF CREDITS TRANSFERRED TO PRESENT PROGRAM CREDITS

FORM (Name of Institution) _____

FORM (Name of Institution) _____

NUMBER OF CREDITS PASSED: (Do not enter unless transcript has been supplied)

VERIFICATION

AS OF ____ 19____ : ____ CR. _____

AS OF ____ 19____ : ____ CR. _____

AS OF ____ 19____ : ____ CR. _____

AS OF ____ 19____ : ____ CR. _____

ALL COURSE WORK COMPLETED: DATE _____

AS OF ____ 19____ : ____ CR. _____

AS OF ____ 19____ : ____ CR. _____

AS OF ____ 19____ : ____ CR. _____

AS OF ____ 19____ : ____ CR. _____

VERIFICATION SUPPLIED

VERIFICATION

LANGUAGE EXAMS REQUIRED _____ NOT REQUIRED _____

1) _____ PASSED: ____ 19__

2) _____ PASSED: ____ 19__

3) _____ PASSED: ____ 19__

4) _____ PASSED: ____ 19__

QUALIFIED EXAM (FOR ENTRANCE INTO PROGRAM) REQ. ____ NOT REQ. ____

PASSED: DATE _____

COMPREHENSIVE OR CANDIDACY EXAMS PASSED: DATE: _____

DISSERTATION OF THESIS:

NAME AND TITLE OF PRINCIPLE SPONSOR _____

TITLE ACCEPTED: TITLE _____

_____ DATE ACCEPTED _____

OUTLINE OR PROSPECTUS ACCEPTED; DATE _____

CHAPTERS ACCEPTED:

CHAPTER _____ NO. OF PAGES _____ DATE ACCEPTED _____

CHAPTER _____ NO. OF PAGES _____ DATE ACCEPTED _____

CHAPTER _____ NO. OF PAGES _____ DATE ACCEPTED _____

CHAPTER _____ NO. OF PAGES _____ DATE ACCEPTED _____

CHAPTER _____ NO. OF PAGES _____ DATE ACCEPTED _____

SCHEDULED DATE OF DEFENSE _____

VERIFICATION SUPPLIED

ACCEPTANCES: (Under DATE indicate anticipated date of publication)

BOOKS: CO-AUTHORSHIP (with _____)	TITLE	PLACE, PUBLISHER, DATE	VERIFICATION SUPPLIED

ACCEPTANCES OF CONTRIBUTIONS TO BOOKS OR JOURNALS:(List under TYPE--article, review, short story, poem, etc.)

TYPE	CO-AUTHORSHIP (With _____)	TITLE	PUBLICATION DATE (Include name of book ed. & pub.)	VERIFICATION SUPPLIED

PAPERS READ AND PRESENTATIONS MADE AT CONVENTIONS AND MEETINGS OF LEARNED AND PROFESSIONAL SOCIETIES OR ORGANIZATIONS. (PROGRAMS MUST BE SUBMITTED)

SCHOLARLY PAPERS AND PRESENTATIONS

TITLE OF PAPER	ORGANIZATION - SECTION	TYPE OF MEETING	DATE	VERIFICATION SUPPLIED

OTHERS

DEPARTMENTAL ACTIVITIES:

MEMBERSHIP ON DEPARTMENTAL COMMITTEES (List chronologically.)

ACADEMIC YEAR	NAME OF COMMITTEE	NAME OF CHAIRPERSON OF COMMITTEE	VERIFICATION

DEPARTMENTAL PROJECTS AND ACCOMPLISHMENTS

ACADEMIC YEAR	ACTIVITY	VERIFICATION

COLLEGE-WIDE ACTIVITIES (List chronologically.)

ACADEMIC YEAR	COUNCIL AND COMMITTEE MEMBERSHIP	NAME OF CHAIRPERSON	VERIFICATION

COLLEGE-WIDE PROJECTS AND ACCOMPLISHMENTS:

ACADEMIC YEAR	ACTIVITY	VERIFICATION

