

**GUIDELINES FOR REAPPOINTMENT, TENURE AND ADVANCEMENT**  
**Kingsborough Community College**  
**Jul**



c.

lighting designers, costume designers, sound designers, hair/make-up designers, projection/multimedia designers, stage directors, choreographers, actor/performer, vocal coaches, acting coaches and/or dramaturges in projects that are intended for and given public presentations, as well as other theatrically related creative activities as deemed appropriate.

Individuals on the tenure track in Media Arts can meet the criteria for scholarly contribution by contributing to professional creative works in the media area as

## Advancement to Associate Professor

Note: Advancement to Associate Professor requires a Ph.D. or equivalent from an accredited university. The College's Personnel and Budget Committee has voted to require four (4) years in the rank of Assistant Professor before they can be eligible to apply for Associate Professor. This change is effective September 1, 2012.

**Note: CUNY's Manual of General Practice (Article 5.4) cautions against awarding early promotion to "candidates whose qualities for tenure are questionable" and states that candidates for early promotion should "thus meet the qualifications required for tenure."**

In addition, all candidates for advancement to Associate Professor should demonstrate respect for the CUNY faculty's "long tradition of collegiality, in which its various educational responsibilities are freely shared among its members" (CUNY Manual of General Policy 5.1)

The following are the additional teaching, service and scholarship expectations (beyond those required for tenure) for consideration of advancement to Associate Professor.

### A. **Teaching\* Criteria:**

\* Note: **Library faculty will demonstrate outstanding performance in bibliographic classes and instructional services.**

Demonstration of outstanding performance in this area as evidenced by exemplary performance in the following:

Peer-observations

Student evaluations: (Note: Given the interpretive risks of flawed data, the student response rate for a given class section must meet a minimum threshold in order to be used for evaluative purposes. Nevertheless, because student feedback on teaching is— per CUNY—an essential part of the tenure and promotion process, KCC administration must commit to identifying a mechanism for fair and valid student evaluation of teaching.)

Evaluation of Teaching Criteria may include, but is not limited to:

New certifications (such as WAC, online, etc.—college, university or professional



Graphic Designers and Illustrators can meet these criteria by professionally commissioned work that has been printed, published for on-screen viewing or produced for an audience. Please see Art Department addendum in faculty member's

2. At least one additional contribution from the following:

Additional article of like criteria above (co-authorship acceptable)

Realized grant

Invited presentation (or presentation published in proceedings)

Accepted presentation at peer-reviewed conference

Published editorial work on anthology/scholarly material

Other creative work (e.g., CD's,



Excellence in student evaluations (Note: Given the interpretive risks of flawed data, the student response rate for a given class section must

The following are acceptable equivalents for this criterion:

- a. May include scholarly articles on pedagogy in one's field, or articles in refereed electronic journals.
- b. Sole book authorship

or audio projects that are reviewed by recognized peers and are disseminated to audiences, both inside and outside of academia. Such works should be recognized as equal to scholarly publication in promotion and tenure review for faculty in the Media Arts discipline.

Faculty working in the Culinary Arts can meet these criteria through awards in professional competitions.