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

KINGSBOROUGH COMMUNITY COLLEGE
of
The City University of New York

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 _____

<u>RANK:</u>   (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.) _____

 _____

<u>EDUCATION IN PROGRESS</u>: (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

PUBLICATIONS: (List chronologically within each category.)

BOOKS:
CO-AUTHORSHIP (with___)

	TITLE	PLACE, PUBLISHER, DATE	VERIFICATION
1)			
2)			
3)			
4)			
5)			
6)			

REVIEWS: Reviews may not be listed unless included in the file. Personnel and advancement committees may also add published reviews to the file prior to the deadline for submission of material.)

REVIEW OF:
Number of book entry above)

	AUTHOR	PUBLICATION	DATE

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

TYPE   CO-AUTHORSHIP   TITLE   PUBLICATION DATE
              (WITH_____)

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

<u>DEPARTMENTAL ACTIVITIES</u>:

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

<u>COLLEGE-WIDE ACTIVITIES</u> (List chronologically.)

ACADEMIC YEAR	COUNCIL AND COMMITTEE MEMBERSHIP	NAME OF CHAIRPERSON	VERIFICATION

COLLEGE-WIDE PROJECTS AND ACCOMPLISHMENTS:

ACADEMIC YEAR	ACTIVITY	VERIFICATION

UNIVERSITY-WIDE ACTIVITIES (List chronologically.)

ACADEMIC YEAR	ACTIVITY	VERIFICATION