

DIRECTIONS – The signature page on the following page is meant to be used by individuals who choose to submit their own academic CV format in lieu of using the KCC CV format. If you choose to use another CV format to submit to your file please note the following:

1. The CV format that you choose, at **minimum**, should include information on the following:
 - a. Your name, current job title, contact information
 - b. Education, including relevant degrees/certifications/trainings attained and in-progress
 - c. Prior teaching experience/professional career experience
 - d. Professional references
2. When applicable you will want to include information on the following:
 - a. Scholarship/creative works/publications
 - b. Awards, honors, recognitions
 - c. Professional memberships/affiliations
3. Please complete the “personal data” section of the signature page and submit it a with copy of your CV to your department chairperson.
4. Your department chairperson will review the material, complete the “chairperson’s report” section of the signature page, and submit both your CV and the fully completed signature page to Academic Affairs for submission to your file.

CHAIRPERSON'S REPORT (For appointment, reappointment, promotion, or reappointment with tenure)

() Satisfactory

() Unsatisfactory

Chairperson's signature _____

PERSONAL DATA

Address _____ Zip _____

Telephone No. _____ EMPLID _____

Month & Day of Birth _____

My signature below complies with the PSC/CUNY Contract, Article #19.

Signature of Faculty Member _____

Date Signed _____