

DIRECTIONS FOR FILLING OUT THE FACULTY RECORD REPORT

Your Faculty Record Report is maintained in your File of Record in the Academic Affairs Office.

Completion of the Faculty Record Report is required of *all ranked faculty*.

It is essential the Faculty Record Report be completed **in its entirety** during the first six months of your employment with CCA, as you will be required to update it only in subsequent years.

Handwritten reports are not be accepted.

All entries should be in reverse-chronological order; ending with the most recent activity.

If no activity exists to report under a specific heading, please enter “none” under that heading. (*Note*: “N/A” should be used for “not applicable.”)

If the exact date or year is unknown, estimate and precede the entry with the @ symbol (circa).

You may submit your completed Faculty Record Report electronically or in hard-copy format to the Academic Affairs Office.

UPDATING YOUR FACULTY RECORD REPORT

It is advisable to save an electronic copy of your Faculty Record Report and continually add new information to it. **Highlight** or **bold** the updated information so it is readily apparent.

Your Faculty Record Report should be updated every three years, ideally, or whenever you are being considered for promotion or tenure.

If you do not wish to submit an entire report every three years, you may submit an update by using the entire template, making entries **only** in areas where there has been activity, leaving all other fields blank. You do not need to fill out all of the information once the initial report has been completed.

YOUR FILE OF RECORD

Your File of Record, maintained in the Academic Affairs Office, contains:

- your most current professional curriculum vitae (CV) or résumé
- your completed Faculty Record Report and any subsequent updates to the Report
- any published documents (e.g., copies of reviews, interviews, catalog statements) relevant to your professional activity
- any nonconfidential correspondence regarding appointments, promotions, tenure, or sabbaticals
- any miscellaneous correspondence
- all signed contracts