

Guidelines for Preparing Curriculum Vitae

The Curriculum Vitae outline is a guide. Appendices are provided for the inclusion of information and explanations that may be needed for clarification. The vitae is to be used to provide data. Do not include evaluation statements. The order in which the information is requested is not to be associated with priority.

A blank copy of the curriculum vitae is attached. Guidelines for preparing the vitae are provided below. Fictional examples from a spectrum of disciplines are available in the dean's and chair's offices should additional guidance be needed.

Data should be listed chronologically with most recent event entered last. In cases where you have an extensive amount of information (e.g., under Experience, Publications, Presentation, Service) you may append information you have from some other source even though formatted differently. Effective January 1, 1998, all new data are to be recorded as outlined in this curriculum vitae.

DEGREES: Include certification obtained through special programs/agencies.

EXPERIENCE: Include all academic and non-academic experience.

HONORS/AWARDS: Include recognition obtained as a pre- and post-graduate.

TEACHING EXPERIENCE: Summarize major areas of instruction covered over teaching career. Specific course information for the past two years should be provided in Appendix A. Attach any contributions to curriculum development to Appendix A. Involvement in teaching honors courses should be noted separately, since assignment to participation in the University Honors Program is regarded as a sign of merit.

STUDENT ADVISING/MENTORING: List all students for whom supervision in scholarly activities has been provided. In case of graduate degree study, this would mean service as the committee chair. In the case of undergraduate degree study it is most likely that faculty mentoring will be formalized in some way, e.g. Independent Study or Research. If appropriate, student outcomes in terms of employment, graduate school, postdoctoral positions, etc., could be included in Appendix B.

Use Appendix B to elaborate on advisory/mentoring roles as deemed necessary. Numbers of students advised may not of itself provide sufficient information on advisory role. Service as an advisor is commonly formalized by a department/school/college and can be a significant part of a person's responsibility.

RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITIES: Use Appendix C to provide information that does not fit the format outlined and to explain information that may need clarification. Substantive work in progress should be reported in the appendix. For example, a book near completion should be included.

SUPPORT: Appendix D could be used to list information on previous support and proposals submitted but not funded and to explain information that may need clarification. Please indicate PI, CO-PI, consultant, etc. and percent of effort on each grant.

OUTREACH: Although a project may not have a formal title, provide a short description under Project. Participants could include faculty, students and people from the community. Sponsorship could range from a federal agency to a local business. Specific information on amount of funding should be provided under SUPPORT. Appendix E can be used to provide a brief description of additional information on a project if needed.

SERVICE: Only include service linked to a discipline or the University.

CONSULTING (Optional): Although this information is optional, consulting may arise from an individual's scholarship or expertise. Appendix F can be used if additional information is needed.

CURRICULUM VITAE

(Chronological)

NAME: _____ DEPARTMENT: _____ RANK: _____

DEGREES

DEGREE	DISCIPLINE	INSTITUTION	YEAR

EXPERIENCE

RANK/POSITION	DEPARTMENT/DIVISION	INSTITUTION/COMPANY/ORGANIZATION	PERIOD

HONORS/AWARDS

HONOR/AWARD	INSTITUTION/COMPANY/ORGANIZATION	YEAR

TEACHING EXPERIENCE: *(Specific information for past two years summarized in Appendix A. Use Appendix A to elaborate on teaching experience as needed.)*

SUBJECT <i>(indicate Undergraduate (U), Graduate (G), Other)</i>	INSTITUTION

STUDENT ADVISING/MENTORING: *(Use Appendix B to elaborate on advising/mentoring role as needed)*

Students involved in scholarly (research, creative) activities directly supervised (committees chaired).

Graduates (number): Undergraduate _____, Masters _____, Doctoral _____, Postdoctoral _____

Current	Name	Year of graduation (anticipated)
Undergraduate		
Masters		
Doctoral		
Postdoctoral		

Number of current committee memberships (other than those chaired): Masters _____, Doctoral _____.

Number of students currently advised: Undergraduate _____, Graduate _____

RESEARCH/SCHOLARSHIP/

CREATIVE ACTIVITIES: *(use Appendix C to provide additional information as needed.)*

PUBLICATIONS (authors, title, reference) include material in press and accepted for publication.

Books (authored, edited)

Refereed journal publications (include book chapters)

Refereed conference publications

Book reviews

Nonrefereed publications

PRESENTATIONS (authors, title, reference)

INVITED PRESENTATIONS

Conferences

Other (universities/industry)

OTHER PRESENTATIONS (mark refereed publications with an asterisk)

CREATIVE ACTIVITIES (productions, recitals, performances, compositions, exhibits, creative work)

ACTIVITY	DATES	LOCATION	SPONSORSHIP (if any)	INVITED (Y/N)

SUPPORT: If more than one person is involved, indicate your role (e.g., PI, CO-PI, consultant) and percent of effort on grant. *(Use Appendix D to provide additional information as needed.)*

EXTERNAL (Funded or Pending. List funded support first)	AGENCY/SOURCE	AMOUNT	PERIOD

INTERNAL	SOURCE	AMOUNT	PERIOD

OUTREACH: *(Project/s summarized as needed in Appendix E.)*

PROJECT	PARTICIPANTS	PERIOD	SPONSORSHIP (if any)

SERVICE:

UNIVERSITY	COMMITTEE/ACTIVITY (if Chair, add [C])	PERIOD
Department		
College/School		
University		
OTHER	COMMITTEE/EDITORIAL BOARD/OFFICE (if Chair, add [C])	PERIOD
Society/Organization/Journal		

CONSULTING: *(Optional Appendix F may be used.)*

ORGANIZATION/COMPANY	PERIOD

APPENDIX A

**Teaching Activity for Past Two Years (form attached)
Additional Information on Teaching Experience**

APPENDIX B

Additional Information on Advising/Mentoring

APPENDIX C

Additional Information on Research/Scholarship/Creative Activities

APPENDIX D

Additional Information on Support

APPENDIX E

Additional Information on Outreach

Appendix A

Teaching Activity

Academic Year (<u>please indicate year</u>)	Course #	Course Name	Credit Hours	Percent Taught	Enroll.	Laboratory Supervised (S) Instructed (I)	New Preparation (Y) (N)
Fall							
Spring							
Fall							
Spring							
Fall							
Spring							
Fall							
Spring							

**PLEASE ATTACH A BRIEF SUMMATION OF STUDENT EVALUATIONS FOR EACH COURSE ASSESSED.
DO NOT ATTACH ORIGINAL OR COPIES OF SIRS.**