

**Criteria and Guidelines for
Promotion, Tenure and Third
Year Review.**

**Recommendation Form for
Curriculum Vitae Guidelines
from old Faculty Handbook.**

Still in effect 2019-2020

Attachment A

Recommended Form for Curriculum Vitae

The *curriculum vitae* (CV) provides the candidates a forum through which they present a summary of their collective work. The CV should present the breadth and depth of one's work. It should be logically organized, easy to follow, easy to read, informative, and accurate. With these criteria in mind, the following form is recommended as a guideline for the creation of the candidate's CV.

I. Professional Preparation and Experience

- A.** Education: Degrees completed starting with the highest degree, include dates degrees were conferred
- B.** Work History
 - 1. Academic appointments, starting with the most recent and including rank and dates of employment
 - 2. Pertinent non-academic work, starting with the most recent, including dates of employment
- C.** Pertinent professional certifications
- D.** Memberships in professional organizations

II. Teaching

- A.** Graduate courses taught
- B.** Undergraduate courses taught
 - (Indicate the number of times you taught each course. Do not list courses more than once.)
- C.** Academic Advisement or Supervision
 - 1. Dissertation committees chaired
 - 2. Dissertation committees as a member
 - 3. Thesis committees chaired
 - 4. Thesis committees as a member
 - 5. Number of thesis, dissertation advisees
 - 6. Approximate number of graduate, undergraduate advisees
- D.** Publications pertaining to teaching activities (where distinguishable from scholarship, e.g. textbooks, lab manuals, teaching manuals)
- E.** Grants/funding received for teaching activities (e.g., procurement of equipment, support for educational programs, outreach programs). Provide the name of the funding agency and dates.
- F.** Presentations pertaining to teaching (where distinguishable from scholarship) starting with the most recent. Provide the dates and locations of presentations. Do not list the same presentation more than once.

G. Other activities relevant to teaching

H. Honors and Awards received for one's teaching activities, including title of the award, granting agency, and the date of award

III. Scholarship

A. Scholarly publications

1. Articles presenting original work published or accepted for publication in scholarly journals
2. Invited articles published or accepted for publication in scholarly journals
3. Review articles published or accepted for publication in scholarly journals
4. Conference proceedings published or accepted for publication in scholarly journals
5. Abstracts published or accepted for publication in scholarly journals

B. Publications by major academic publishing companies.

1. Books of original work published or accepted for publication by major scholarly publishers
2. Book chapters published or accepted for publication in works by major scholarly publishers
3. Professional manuals published by major academic publishers
4. Software published by major academic publishers
5. Recorded performances published by major academic/professional publishers

(Note: For publications listed above please use a generally accepted format, i.e., APA, MLA, Chicago, etc. Indicate author(s), title of work, publisher or name of journal, date of publication, and number of pages. If a work is co-authored, indicate your role in the production of the work.)

C. Grants awarded. Indicate agency to which the proposal was submitted, title of project, date, and the amount of funding that was awarded. If a grant has co-investigators or you are not the primary investigator, indicate your role in the writing of the grant and the research, and the actual amount of funds you receive.

D. Scholarly presentations. List scholarly presentations starting with the most recent. Indicate whether the presentation was done in an international, national, or regional forum. Provide the title of the presentation, sponsoring agency, location and date. Indicate whether the presentation was invited, or approved by competitive review. If you delivered a presentation more than once list the title once and provide the dates of other performances.

E. Honors and Awards received for one's scholarly work, including the title of the award, granting agency, and the date of award

F. Works in Progress

IV. Service

- A. University, School, or Department Service:** Identify committee or activity by name. Provide dates of service. Identify your role (member, chairperson, author of a resulting document, recommendations etc.). Exclude all non-service activities such as attendance at memorial masses, commencement, presidential gatherings, seminars, meetings with individuals.
- B. Other Publications not included under Scholarship.**
- C. Community Service:** Identify organizations for which you provide a significant service.
- D. Professional**
1. Membership on various scholarly or professional committees, indicating the name of the committee, years of membership, offices held and special services performed (e.g. reviewer, advisor, consultant etc.)
 2. Other professional services related to your discipline (e.g. board member, editor etc.)