

Appendix D

Suggested Outline for the Preparation of Curriculum Vitae

Each curriculum vita should include information setting forth, with relevant dates, the candidate's background and qualifications according to at least the following basic categories:

- A. Demographic. Give name, title, campus office address and telephone extension number, home address, e-mail address, and telephone number.
- B. Education. For graduate and undergraduate careers, give institutions; field(s) of concentration; degrees; titles of dissertation, theses, and honors papers; and honors, fellowships, and scholarships.
- C. Professional history. Specify positions and ranks - begin with the present post and work back; institutions, and current tenure and promotion possibility status; for the last three positions, give a description of the nature of responsibilities, including a list of major accomplishments in those positions.
- D. Contributions to teaching. List specific courses, special initiatives, and related curricular materials, pedagogical plans, and efforts to improve teaching campus-wide.
- E. Academic concentrations and research interests. Specify by discipline and subfield.
- F. Publications. Specify books, book chapters, articles invited and volunteered, reviews, compositions, exhibitions, performances, major invited and volunteered papers, popular works, works in progress, and major finished but unpublished reports.
- G. Professional activities. Specify organizations, leadership posts, and other activities (including dates), such as public lectures, consultancies, and service to professional societies.
- H. Contributions to administration and university service. Specify organizations and include service on campus-wide, departmental, college or school committees and governing bodies, including leadership posts, if any.
- I. Professional honors, listings, awards, and research support. Specify titles and sponsors.
- J. Membership in professional societies. Specify leadership posts, if any.
- K. Civic and community activities. Specify leadership posts, if any.