

March 2007

Provost Garro has requested that we implement a standard curriculum vitae format for contract renewal and tenure files. This format will allow for information to be located more easily on the part of reviewers at each level of review. The recommended headings and order of information is outlined below. The suggestion is that you keep a standard cv for your personnel actions and a cv formatted for your profession for other activities.

## **CURRICULUM VITAE**

**Name:**

**College:**

**RECOMMENDATION FOR:** fill in here if this is your 3<sup>rd</sup>/4<sup>th</sup>, 5<sup>th</sup>/6<sup>th</sup>, or tenure file

**Title:**

**Department:**

### **HIGHER EDUCATION**

**A. Degrees (with institution, dates attended, degree & major, date conferred)**

**B. Additional Higher Education and/or Education in Progress**

### **EXPERIENCE**

**A. Teaching (with Institution, dates, rank, department)**

**B. Other (with institution, dates, rank, department)**

**C. Listing of courses, with numbers and titles, taught at UMass Dartmouth ordered by semester/academic year (most recent first)**

### **ACADEMIC AND PROFESSIONAL HONORS**

**Scholarship and Professional Activities:** The next section is for your scholarly and professional activities. According to the contract, these may include: research, professional publication, creative activities, peer review, and scholarly consultation. Professional activities may include office in professional organizations, service to one's

profession, participatory attendance at professional meetings and seminars, and professional development efforts. The information here should be supported by documentation in your dossier.

**PUBLICATIONS/CREATIVE WORKS/SHOWS/PERFORMANCES** (Note: Published works should be organized with proper headings; for example, peer review journal articles; book chapters; book; etc; the titles you use here are dependent on your discipline; i.e. a faculty member from CVPA may have an exhibit, while a faculty member from CCB may have peer reviewed journal articles)

**UNPUBLISHED WORK** (Note: works in each category below should be separated into further categories with proper headings: for example, peer review journal articles; book chapters; book; etc.)

- a. Works accepted for publication
- b. Works submitted for publication
- c. Work in progress

**GRANTS RECEIVED** (Note: the information here should include granting agency; title of grant; amount awarded; grant period dates. Also, please indicate clearly if you are the principal investigator or co-principal investigator.)

- a. Multiple (in collaboration)
- b. Individual

**GRANTS UNDER REVIEW** (Note: the information here should include granting agency; title of grant; amount requested; grant period dates. Also, please indicate clearly if you are the principal investigator or co-principal investigator.)

- a. Multiple (in collaboration)
- b. Individual

**Note:** faculty may choose to include grants submitted and not funded in this area depending on the grant, the review response, and if the grant connects to the faculty member's research agenda.

**CONFERENCE PRESENTATIONS** (this section includes poster presentations, which are significant in certain fields like Science and Engineering)

- a. Works presented
- b. Presentations forthcoming

**OTHER PROFESSIONAL ACTIVITIES** (include additional information relating to professional activities here)

**UNIVERSITY SERVICE** (if selected as a category for review; remember, all faculty are evaluated in teaching effectiveness and advising and scholarship and professional activities; then, it is the faculty member's choice to be evaluated in University service OR Public service or both)

**a. Service to the Department**

**b. Service to the College**

**c. Service to the University**

**PUBLIC SERVICE** (if selected as a category for review)

**MEMBERSHIP IN PROFESSIONAL SOCIETIES** (last five years only)