Standard Faculty Curriculum Vitae

The following outline for a Faculty Curriculum Vitae has been prepared by the Office of Faculty Affairs and Professional Development. It is highly recommended that faculty use this template as a guide for the presentation of their work for RTP purposes.

Notes:

1. Present a complete curriculum vitae but **designate clearly those activities that are relevant to the period under review** (e.g., draw lines in each section differentiating period under review; OR highlight or bold the entries relevant to the period under review).
2. All items in each section should be presented in **reverse chronological order**.

NAME

EDUCATION: List universities attended, dates, degrees, and academic major

PROFESSIONAL POSITIONS AND RANKS HELD (IF APPLICABLE): Institution, Rank, Date

HONORS AND AWARDS: List all honors and awards in reverse chronological order and include name of honor/award, organization bestowing the honor/award, location, and year.

TEACHING EFFECTIVENESS OR OTHER PRIMARY ASSIGNMENT

If the primary assignment is other than teaching, in whole or in part, applicable headings should be used for or added to this section.

Teaching Evaluation. Provide a list or table with the following information:

- List of all courses taught by semester and year (for period under review)
- Total number of students enrolled in course
- Number of students who completed evaluations
- Quantitative mean scores
- Comparative departmental means (college means if applicable)

Masters Degree Committee Membership.   Include the student name and title of the thesis/creative work/etc. Note those which you chaired.

Awards and Formal Recognition for Teaching and/or Advising (not listed under HONORS AND AWARDS section

PROFESSIONAL ACHIEVEMENT AND GROWTH

Provide a reverse chronological listing of activities in the area of professional achievement and growth, using the applicable headings as listed below. You may not have activities to list under each heading and you may have activities for which the headings below do not apply. In the latter case, please include a relevant heading.

<u>Co-authorship</u>: In the case of multiple authorship, the level of contribution of faculty member should be indicated. If all authors contributed equally, this should also be noted. Student co-authors should be designated.

Research and Publications

       Peer-reviewed publications
- Peer-reviewed journal articles (Indicate in press/print, accepted for publication)
- Books (other than edited volumes) and monographs
- Peer-reviewed book chapters

       Editor-reviewed publications
- Edited books
- Book chapters in edited volumes (Indicate peer-reviewed or editor reviewed).

       Peer-reviewed proceedings and presentations
- Published papers in peer-reviewed proceedings
- Peer-reviewed conference presentations

       Invited works
- Invited presentations

       Non peer-reviewed works
- Non peer-reviewed journal articles
- Non peer-reviewed conference presentations
- Bulletins and technical reports
- Book reviews

       Work submitted, or under review

Creative Works
- Externally critiqued performances or juried exhibitions of works (for example, musical compositions, choreography, art works, films, electronic media productions, literary or dramatic works, designs, or inventions)
- Non juried/externally critiqued performances or exhibitions of works
- Work submitted or under review

Grants and Contracts

- Funded Projects (Research/Training /Foundation grants)
    - Principal investigator. Specify nature of the grant, the amount and the period of funding
    - Co-investigator. Specify nature of the grant, the amount and the period of funding

Prizes and Awards for Research, Scholarly or Creative Work.

Curricular Innovations

CONTRIBUTIONS TO CAMPUS AND COMMUNITY

Campus

- Departmental committees and assignments
- College committees and assignments
- University committees and assignments
- CSU committees and assignments
- Other governance activities
- Administrative services to/for the University (Note: Department chair or administrative positions for which substantial assigned time was received should be included in the Teaching Effectiveness or Other Primary Assignment section.)

Community

- Associate editor, consulting editor or other editorial board service, such service as a reviewer for journals, funding agencies, or other learned publications
- Service to professional organizations (office held, committee work, conference organizing, etc.)
- Service to governmental agencies at the international, federal, state, or local levels
- Service to business and industry
- Service to public and private organizations
- Service to citizen/client groups
- Clinical services
- Other professional/public service if not included elsewhere