

Curriculum Vitae (CV) Guidelines:

- Your CV should cover the full arc of your entire academic career.
- Use **BOLD** lettering (Calibri 16 pt or Times New Roman 16 pt, bold, left-aligned) for all new category titles or headers to distinguish them.
- Ensure categories remain in sequence for reviewers to read easily.
- Under each category title or header, use Calibri 11 pt or Times New Roman 12 pt, regular font, formatted as either bullet points or numbered lists.
- Use double spacing throughout the CV.
- Upload your CV as a PDF ([Adobe PDF Converter](#)). For a Word version of this template, visit the [Monarch Workflow Manager SharePoint Site](#).
- If a category does not apply to you in your role, you are not required to include anything in that category.
- If you would like to create an additional category to document your achievements, please do so at a point in the CV format that seems most appropriate to you.

CV Template Begins On the Next Page

[Insert full name]

[Insert current date]

[Insert campus address]

[Insert email address]

Education

- List **ALL** earned degrees. Include dates granted, institution attended, and major areas of study.

Experience

- Give academic and other major relevant appointments (including visiting appointments), giving the initial date of appointment, rank, institution, or business, etc.

Teaching

- List all courses taught (by institution).

Student Mentoring

- List students' level, academic discipline, and the nature of the mentorship (Include honors projects, thesis and dissertation committees, etc.).

Publications

- Include books (authored and edited), journal articles, book chapters, book reviews, reference book entries, scientific monographs, and other published works (except for technical reports and abstracts).
- Use a citation style that gives all authors, in the proper sequence, date of publication, volume, and inclusive pages.
- Make clear what type of publication each work is, either by dividing the list of publications into sections with clear headings or adding explanatory comments in square brackets at the end of individual citations when needed for clarity.
- For those works that are in press, so indicate under the words "In Press," documenting that the work has been accepted for publication in its final form.
- Clearly distinguish those works that were peer-reviewed from those that were not.
- Clearly indicate those works that were co-authored with students.
- Unpublished master's theses and doctoral dissertations do not count as publications.

Grants Awarded

- Give investigators' names in proper order; indicate their role, such as "principal investigator," "co-principal investigator," or "consultant."
- Show the inclusive dates, agency, grant title, the total amount of money awarded to the project, as well as the share awarded to the individual faculty member.

Grants Applied For

- Use the same format as indicated for "Grants Awarded."

Creative Works

- Include a description of the work and outside evaluation, if available.

Technical Reports and Patents

- For technical reports, show the title and number of the report, the agency to which it is addressed, and the number of illustrations, maps, tables, figures, pages, and references cited.
- Show all authors in the proper sequence.

Published Abstracts

- List by date in the format indicated for other publications as described above.

Research Papers Presented at Professional Meetings

- Clearly distinguish those papers that were competitively selected from those that were not.
- Generally speaking, you should include in this category presentations you made in your role as a teacher/scholar in your discipline to disciplinary peers or to similar professional or scholarly audiences.
- Community and service talks should not be included in this category.

Research and Manuscripts Under-Review or In-Progress

- Use the same format as indicated for publications (to the greatest extent possible).

Consulting Activities

- Cite as for grants.
- Provide major activities that are relevant to professional training and research programs.

- Identify the focus of activities.

Honors, Awards, and Prizes

- List only those relevant to your contributions to the teaching, research, and service missions of the University.

Membership in Professional Societies

- If offices were held, note the title of the office and dates of incumbency.

University Service

- List committees and other activities, your role, and the year(s) of service.

Professional Service

- List committees and other activities, your role, and the year(s) of service.

Community Service

- List committees and other activities, your role, and the year(s) of service.