# Curriculum Vitae Guidelines for Faculty Members

1. **Chronology of Education**
   1. All colleges and universities attended
   2. Institutions, degrees and dates awarded
   3. Title of doctoral dissertation/master's thesis *and* name of director/advisor
   4. Major field(s)
   5. Specialty Board Certification
   6. Residency/Registrar
   7. Fellowship/Senior Registrar
      1. Put in chronological order w/month/year, with the most recent first
      2. There should be no lapse of months/years from college graduation forward
      3. Include maternity leave, travel time, military, etc.
2. **Chronology of Employment**
   1. Date started-Date ended
   2. Position
   3. School/company/organization
   4. Address; Phone
   5. Fax
   6. Email
   7. Supervisor
      1. Put in chronological order w/month/year, with the most recent first
      2. There should be no lapse of months/years from college graduation forward
      3. Include maternity leave, travel time, military, etc.
3. **Honors and Awards.** These include Visiting Professorships, Teaching Awards, Patents, Honorary membership in professional groups (i.e., Fellows), etc. Use the format:
   1. Date received
   2. Name of award
   3. Group giving the award
   4. Explanation of what the award signifies
4. **Service/Outreach** (for last 5 years or period in current rank, whichever is shorter)
   1. Local/state outreach
   2. National/international outreach
   3. Departmental committee(s)
   4. College committee(s)
   5. University committee(s)
   6. Other committees (internal or external)
      1. Include committee memberships in organizations, government positions, membership in service organizations, etc.
      2. Use the format: Year “2012” means only member for that year, “1999 – 2012” means member for those years, “2009 – “ dash means still active member
5. **Publications/Creative Activity (Published or Accepted)** 
   1. Scholarly books and monographs (distinguish scholarly works vs. textbooks)
   2. Chapters in scholarly books and monographs (distinguish scholarly works vs. textbooks; distinguish chapters presenting original research of candidate, not reported elsewhere, from chapters reporting prior research, reviewing the state of the field, etc.)
   3. Refereed journal articles, published or accepted in final form
   4. Electronic publication; peer-reviewed:
      1. Yes
      2. No
   5. Peer-reviewed abstracts and note that they are an (Abstract).
      1. List your publications/creative activity in chronological order.
      2. Use standard bibliographic style, spell out abbreviations, cite all authors, and underline your name:, e.g.,
         1. Modun F, Ratadlaeli N, Po Q, Shiraz T: Blood pressure variations in long-distance runners. *International Journal of Medical Research*. 2012;36(3):350-359.
         2. Ratadlaeli N, Bokrat P: Approach to abdominal pain. In: Askloat G, Vishtar LM, Smith-Barney KV (eds): *Acute Surgery*. Nairobi, Kenya: Hospital Publishers, 2012:413-427.
      3. For publications not in an official language, provide a translation of the title into one of our official national languages.
      4. Place an \* to left of title of any publication substantially based on work done as a graduate student.
      5. Clearly indicate non peer-reviewed publications.
      6. Put peer-reviewed abstracts at the end of the list and note that they are an (Abstract).
6. **Work in Progress** (Cite in the same style as for a publication/creative work)
7. **Media** 
   1. Exhibits
   2. Videotapes
   3. Audiotapes
   4. Performances
8. **Scholarly Presentations** 
   1. Colloquia
   2. Seminars
   3. Symposia
   4. Conferences
      1. Put in chronological order
      2. Include those given in the last 5 years or period in current rank, whichever is shorter
      3. Distinguish invited vs. submitted presentations
      4. For each: Name/Title of group/meeting
      5. Indicate “Invited or Submitted”
      6. Presentation title, place (city/state), date (month/year)
9. **Grants and Contracts**
   1. Only include pending and awarded grants; do not include unfunded grants.
   2. Divide grants/contracts into categories: National/Federal, State/Region, Industry, Private Foundation
   3. Include:
      1. Title of the grant. If title is non-descriptive, include 1 line description/purpose of grant.
      2. Source: Ex: NIH, Pfizer Pharmaceutical, Flinn Foundation
      3. Role [PI, Co-Principal Investigator, Investigator, etc.]
      4. List percent of effort or Person-Months on grant – either is acceptable
      5. Total funding amount of grant for life of grant
      6. Years of grant: Month/Year – Month/Year.
10. **List of Collaborators on Grants and Publications from Last Five Years.** Collaborators are individuals who have assisted the faculty member in coauthoring books, articles, abstracts, or papers; submitting grant proposals; or co-editing journals, compendia, or conference proceedings.
11. **Signed Statement by Candidate.** If the resume is being used for promotion or tenure, the last page generally contains a signed statement, such as: *This is a true and accurate statement of my activities and accomplishments. I understand that misrepresentation in securing promotion and tenure may lead to dismissal or suspension.*