

Curriculum Vita Template For Promotion/Tenure and Reappointment Portfolios

Instructions:

- Include the requested information listed in this template. Omit headings that are not applicable, or revise as appropriate. The order of the sections is recommended but not required. The numbering and lettering in this template are for referencing and need not be included.
- List entries in **reverse chronological order, with the most recent items first**, unless your discipline uses chronological order by convention.
- The CV can include all academic and professional activity, including activity beyond the period of evaluation and outside of USI. The CV should be complete but not necessarily exhaustive in the listings.
- Use a consistent formatting throughout the document.
- Use single-spacing, 1-inch margins, and 11- or 12-point font
- Include page numbers on all pages.
- Updated on 6.20.23; previously on 6.10.19

Faculty Member's Name

Current rank and Department/Program

Contact information (email, office phone number)

Current date

I. EDUCATION

List the institutions attended, degrees earned, major field(s), and dates awarded

II. PROFESSIONAL EMPLOYMENT

A. Academic Appointments

For each position held, list the institution, title, rank, and dates

B. Other Professional Experience

For each position held, list the organization, title/position, and dates

III. LICENSURE AND CERTIFICATION

List the credential and dates

IV. HONORS AND AWARDS

A. External honors and awards

For each honor or award, list the name of the award, granting organization, and date granted

B. Internal honors and awards

For each honor or award, list the name of the award, granting unit/program, and date granted

V. TEACHING ACTIVITIES (PROFESSIONAL PERFORMANCE ACTIVITIES for Library Faculty)

A. Courses Taught

List course number and title, semester(s)/year(s) taught, number of students enrolled (list range if taught multiple semesters), and course format (e.g., lecture, lab, clinical, field, online). For courses taught outside of USI, list separately and indicate the institution(s). Example listing: UNIV 101, First Year Experience, Fall 2014, Fall 2015, Fall 2016, 20-24 students, lecture

B. Other Teaching Activities and Contributions

List additional significant teaching activities that focus on improving the teaching and learning environment, such as curriculum development, substantive course revisions, innovations in teaching and learning, and faculty development in teaching and learning. Include dates or semester and course numbers as applicable.

C. Student Advising and Mentoring Activities

- List undergraduate and/or graduate students mentored, supervised, or advised in capstone projects (if separate from the courses listed in section V.A), research, theses, dissertations, postdoctoral fellows, and visiting scholars. Provide the title of project/thesis, dates of advisement, and student's current position if available.
- List number of students for whom you provide academic advising or other advising/mentoring each academic year.

VI. SCHOLARSHIP, RESEARCH, AND CREATIVE ACTIVITIES (Modify this heading as appropriate.)

For all items listed in this section, provide the complete citation including title, all authors/contributors, date, and publication title/venue/organization.

A. Publications – Peer-reviewed or Refereed

Distinguish between published, accepted, in press, or forthcoming by indicating the status if not published. Publications that have not been accepted or published should be listed in section VI.G or VI.H. Indicate student co-authors with a * mark with the student's name. Common examples include (this is not meant to be exhaustive):

- Books, volumes, or monographs authored or edited
- Peer-reviewed chapters in books, volumes, or monographs
- Peer-reviewed journal articles
- Evidence-based practice protocol
- Professionally recognized invited or peer-selected publications

B. Creative Activity and Products – Juried or Invited

Indicate student collaborators with a * mark with the student's name. Examples include:

- Performances, exhibits, and shows
- Media (e.g., videos and recordings) and compositions

- Commissioned works and other significant creative activities and products

C. Scholarly Works Related to Professional or Clinical Practice

List scholarly works that have undergone review or validation by peers or experts in the field that do not fit in sections VI.A or VI.B, such as evidence-based practice protocols and national standards. Indicate the nature of the review or invitation.

D. Papers in Conference Proceedings

Indicate if peer-reviewed/refereed or invited and the type of meeting/conference (e.g., local, state, regional, national, international).

E. Other Scholarly – Not Refereed / Other Creative Works – Not Juried (*Modify this heading as appropriate.*)

List all other scholarly and creative accomplishments, such as articles, chapters, papers, project reports, editorials, performances, exhibitions, shows, media, and other products that are not peer-reviewed or juried.

F. Scholarly Presentations in Conferences, Symposia, Colloquia, and Seminars

List presentation title, role, conference/meeting name, location, date. Distinguish between submitted and invited/keynote presentations. Do not list a presentation here if it is listed elsewhere.

G. Publications – Submitted

Indicate submission date and status. See the guidelines on VI.A. Publications above.

H. Scholarly and Creative Works in Progress

Indicate status. See the guidelines in section VI.A. above.

I. Grants and Contracts

List the title of project, funding source/agency, your role (e.g., PI, co-PI, senior personnel), PI and all other investigators (indicate institution if outside of USI), dates, amount, and status (awarded, pending/submitted, and submitted but declined). Differentiate between external and external grants and contracts.

- External grants and contracts
- Internal grants and contracts

J. Patents, Disclosures and Technology Transfer

List the name/description of the intellectual property/invention, inventor(s), identifier number, status, and year. List any start-up companies or professional economic development activities in this section.

VII. PROFESSIONAL AND CLINICAL ACTIVITIES (*Modify this heading as appropriate.*)

A. Clinical and/or Professional Practice (*Modify this heading as appropriate.*)

List professional and/or clinical activities. Examples include clinical practice, professional practice, consulting, field work, studio work, testimony, engagement as expert witness, external press and media coverage, and visiting positions.

B. Professional Service

Examples include editorial service (e.g., editor, associate editor, reviewer) for journals and other publications, grant proposal reviews, and external advisory committees/boards. For each activity, provide the role and dates.

C. Professional Organization Membership

List organization name and dates of membership. Indicate if a leadership position or officer role was held by providing position and dates of service.

D. Professional Development Activities

List activity title, location, and date(s).

VIII. SERVICE AND OUTREACH ACTIVITIES

For each activity, provide the role and dates. List activities not included elsewhere in this CV.

A. University Service

- University-level service activities
- College-level service activities
- Department/Program-level service activities
- Student organizations advised/sponsored (if not listed in V.C)

B. Community Service and Outreach

List community service and outreach activities that are professionally related. Indicate the activity, organization or agency involved, and dates.