

Recommended Format for Tenure-Track Faculty CV Used for Personnel Reviews

October 1, 2022

The following *information* is *recommended* in the CV for instructional faculty reappointment and promotion candidates. The format is up to the candidate's discretion.

Educational background

- Locations and dates of undergraduate, graduate, and postdoctoral studies, including degrees granted.
- Names of MS, PhD and/or postdoctoral advisors

Academic and other relevant employment history

Honors and awards

Teaching accomplishments

- List classes taught (course number, course title, semesters taught, class enrollment).
- List any textbooks, study guides, manuals, workbooks, or electronic media produced for student or class use.
- List individual undergraduate and graduate students mentored. Include names, period mentored, and completion dates (with degrees or honors) of the students for whom the candidate served as primary mentor and/or thesis/project advisor.

Leadership and Service activities

- List leadership and service to
 - the department,
 - the college,
 - the university,
 - the community (undertaken on behalf of the University), and
 - professional organizations and government agencies.

Research and/or creative works (if applicable to the individual's appointment)

- List scholarly publications. List publications that have been refereed in a separate section than those that have not been peer-reviewed. Include authors, year, article title, journal or proceedings name, volume, and inclusive page numbers. Written work in press or submitted but not yet accepted for publication should be clearly identified as such.
- Publications in conference proceedings should be distinguished as being peer-reviewed or not peer-reviewed.
- List research funding received by year since the previous review (or hire date for comprehensive reviews). Include agency, title, amount received, beginning and end dates, names of all coinvestigators, candidate's role (Principal Investigator or Co-Principal Investigator), and candidate's portion of the funding.
- The amount of expenditures per year, separated by the funding source (grants, auxiliary accounts, gifts, etc.), since the previous review (or hire date). This information is typically provided by a department's finance team.