

Guidelines for Curriculum Vitae for Candidates for Promotion and Tenure

N.B., All entries should be in chronological order; it doesn't matter whether the most recent are given first or last.

- I. **Basic Information - -**
Candidate's name, rank, and departmental affiliation

- II. **Education and Training- -**
Highest degree, year, and institution
Other degrees, years, and institutions
Professional registrations or other pertinent certifications

- III. **Appointments and Experience- -**
Appointment record on this faculty
Other academic appointments
Other professional experience

- IV. **Teaching or Service as a Librarian- -**
 1. Courses taught, including levels, credit hours, and approximate enrollments. Note new courses developed, or major re-development of existing courses or laboratories.
 2. Other teaching responsibilities, including formal academic advising of majors, honors or graduate students, honors work, writing-intensive courses, capstone, senior design or other project-oriented courses, field experiences, performance-oriented activities, seminars, etc.
 3. Individual work with graduate students: supervision of theses, dissertations, internships, practice teaching, etc. (Please give names of students and dates of graduation or involvement). Participation on advisory, final, and comprehensive examination committees.
 4. Development of curricular materials, including reference materials, access, survey, and search methodologies, including hypertext and other computer-aided methods.
 5. Library-specific responsibilities for collection development, cataloging, search and survey automation, etc.
 6. Please note any release time.

- V. **Research and Scholarship—**
 - A. Standard Professional publications: analytical, reportorial, or surveys of area (such as textbook) in standard print media, such as academic or professional journals, published proceedings, books, monographs, textbooks, collections of anthologies of scholarly works.
 1. General rules.
 - a. **In all cases, give full** citations, including co-authors, (in the order in which they are listed in the publication itself), page numbers, and date; for books, also give place and publisher; for journals, also give journal title and volume number.

E.g.: for a monograph authored solely by the candidate: *Hamlet's Soliloquy: A Deconstruction*. New Haven, CT: Yale University Press, 1992, 275 pp.

E.g.: for an article of which the candidate was the principal author and investigator: JJ. Candidate and M.M. Coauthor, "Health Issues Among Toledo Adolescents." *Journal of Adolescent Health* 15 (1992): 22-37.

b. For items not yet in print, indicate status, with evidence: submitted, accepted, galleys.

2. Special circumstances of publication. If the candidate claims that a publication is entitled to special credit, the candidate should state why, with precision. For example -
 - a. Refereed journal article or published proceedings.
 - b. Peer-reviewed journal article or published proceedings.
 - c. Although not refereed or peer reviewed, place of publication is especially prestigious in the field.

B. Miscellaneous Professional Publications: book reviews, brief research notes, self-published scholarly items. Follow the format of A above, as appropriate.

C. Creative Publications: novels, plays, short stories, poems, musical compositions, artwork in a print medium. Follow the format of A above, as appropriate.

D. Computer Software. Describe fully the subject, functions, and other relevant features, and whom it would serve.

E. Other Scholarly Activities.

1. Unpublished scholarly papers and presentations to scholarly conferences. Indicate whether refereed and whether conference is international, national, regional or local.

E.g.: "Environmental Issues in Sixteenth Century Florence." Fifteenth Annual Midwest Renaissance Conference (refereed, regional)

2. Other presentations. Indicate general subject, purpose of the presentation, nature of the audience and other pertinent information.

3. Creative and Performance Activities: artwork (e.g., sculpture, painting, films, musical recitals, television, directing or conducting acting. Indicate nature and circumstances, including any special characteristics, such as by invitation, juried exhibit, award received, and the like.

4. Editorial, Advisory, or Peer Review position or functions for scholarly journal, conference, and the like. Describe the position and function with particularity.

F. Patents. Indicate whether awarded or pending.

VI. Grants, Grant Proposals, and Contracts--

List all grants and contracts awarded and applied for. Indicate whether funded, pending, or declined. Identify the principal investigator and all co-investigators exactly as they appear on the proposal or the award letter. List amounts requested and/or awarded; distinguish between sponsor and Employer contributions. State durations. If goods and services are part of an award (as distinguished from money), so state.

VII. Service--

Give approximate number of hours and a brief summary of responsibilities.

1. University committees and service beyond committees, to include recruiting, retention, promotional activities, and service to student organizations: scholastic, honorary, professional, and social.
2. College service, same as above
3. Department service same as above
4. Service to professional organizations and associations: officerships, editorships, committee memberships—organization and management of conferences, workshops, seminars, meetings, etc.
5. Service on national, state, regional, and local boards, commissions, study panels, etc.
6. Pro bono professional consulting
7. Private professional consulting
8. Civic and community service

VIII. Professional Memberships, Awards, and Distinctions—

1. Memberships or fellowships in professional organizations
2. Memberships in honorary or scholastic organizations
3. Citations or awards for academic or research excellence
4. Other distinctions