

CURRICULUM VITAE

Each faculty member should maintain a current, accurate *curriculum vitae* (CV) in the College personnel file (§3.4.2.2); annually, an updated CV is attached to one's FAAR. Although CV formats differ appreciably, depending on an individual's professional field, emphases, and directions, the following sections and general guidelines usually are standard.

General Guidelines

Appearance An inflated or overly long CV frequently has an opposite effect to that intended by the submitter; although the College specifies no optimal length, the submitter needs to consider clarity, readability, audience, and focus in his or her CV.

Date An appreciated clerical courtesy, both to the College for internal evaluation and to external evaluators, is to note at the end of the document the date on which the CV was generated.

Personal information Under this customary initial heading, faculty should be advised that they are under no obligation to supply marital, age, ethnic, or other potentially discriminatory personal information. A faculty member, however, is advised to supply full communication information: current address, telephone number, FAX number, and e-mail address, if the latter two media are applicable. Any changes in communication information need to be updated at the earliest opportunity with the Dean's Office.

Reverse chronological order In any category of achievement, credentials or documentation should be listed in chronologically descending order from the most recent to the most removed.

Complete information When listing a professional publication or professional activity, include, e.g., title of article, title of journal, issue and volume number, date, and page numbers. Various categories of professional activity need to be separated and defined within the individual faculty member's CV and documented accordingly as to content, time, and place.

Categories of information these vary by discipline; however, the following sections may serve as a guide:

- **Professional Experience** from current to most removed; usually listed by year(s), academic rank, and institution);
- **Education** (terminal degree or most recent program first; usually listed by year(s), degree, field, and granting institution);
- **Honors, Grants, and Awards** (from most recent to most removed);
- **Publications** (with reviews, editions, or collaborative work so indicated);
- **Work in Progress**;
- Selected **Professional Papers** (title of paper, identification of conference or audience, place, date);
- **Professional Memberships** (with offices held and dates, if appropriate);
- **Subjects Taught**;
- **Committee and Community Service**; and
- **References** (usually "available on request").