

Curriculum Vitae Update Guidelines

1. This form is provided as a template for faculty and departments to follow when completing curricula vitae for review by TPA. Entries on the CV should be numbered as shown below.
2. Name, position, academic department (s)
3. Home address
4. Education: undergraduate and graduate degrees (where, when and major field(s); Ph.D. dissertation topic.
5. Professional appointments (where and when), in chronological order
6. Completed Publications (Exhibitions, Performances, etc.) Please organize this section chronologically within each of the following separate sub-headings (as appropriate):
 - a. books/monographs (authored and/or edited volumes);
 - b. chapters in books;
 - c. refereed journal articles;
 - d. non-refereed journal articles;
 - e. book reviews;
 - f. abstracts;
 - g. invited lectures;
 - h. papers read;
 - i. work in review;
 - j. work in progress.
 - k. Please note: All published works must be completely cited following standard bibliographic practice, including year of publication and page numbers for each entry.
7. Research Grants:
 - a. current grants (agency, title, dates, role on grant, total award amount)
 - b. completed grants (same data as a.)
 - c. proposals submitted
8. Service:
 - a. to the University,
 - b. to the profession and
 - c. to the community, each category organized separated and chronologically.
9. Academic honors, fellowships, honorary societies, listed chronologically.
10. Teaching: chronologically, for the last three years. Include in addition to regular courses (and enrollment figures for each): GISPs and Independent Studies by number, and the number of Honors, Master's and Ph.D. theses directed, including academic advising, as well as the number of students advised.