

CURRICULUM VITAE FORMAT
FOR PROMOTION AND TENURE DOSSIERS

NAME: _____
(Last) (First) (Initial)

EDUCATION:
UNDERGRADUATE: _____
GRADUATE: _____
POST DOCTORAL: _____

ACADEMIC APPOINTMENTS (inclusive dates):

OTHER APPOINTMENTS AND PROFESSIONAL CONSULTANTSHIPS (including other remunerated employment):

LICENSURE AND CERTIFICATION:

PROFESSIONAL ORGANIZATIONS (including offices held and committee memberships):

HONORS AND AWARDS:

TEACHING ASSIGNMENTS:

List the course number, short title, term, and enrollment for each course taught since appointment or last advancement.

(For LIBRARIANS: PERFORMANCE:

Provide a composite description of your professional experience and activities in your current position at IUPUI and, where applicable, prior to coming to IUPUI)

PROFESSIONAL SERVICE:

Distinguish carefully between University and professional service and record professional service activities that advance the discipline or interdisciplinary field of inquiry as intellectual work.

UNIVERSITY SERVICE:

List committee, administrative, and other University service since appointment or last advancement.

OTHER PROFESSIONAL ACTIVITIES:

Record professional activities in current rank that you consider significant that are directly related to your work as a faculty member, and which are not covered elsewhere in curriculum vitae, including international activities not listed elsewhere. This section can be used to detail presentations that are not listed in other categories. They should be annotated to include information on audience and place of presentation, as well as date and title, co-presenters, if any, and whether the presentation was invited or made following a peer review process. Please do not include voluntary service in this section, no matter how significant or important to the civic community.

GRANTS AND FELLOWSHIPS:

Indicate the name of the granting agency, title of the project, amount, and duration of all grants and fellowships received.

Page 2
Curriculum Vitae Format

PRINT AND ELECTRONIC PUBLICATIONS:

Divide publications or creative works into three areas: (I) teaching, (II) research and creative activity, or (III) service. Publications should only be listed once so when work involves integration of two or more aspects of faculty work, it should be placed in one area with a notation such as (T), (R), or (S) preceding it to indicate that it belongs in multiple categories. Authors should be listed as they appear in the publication. Refereed and non-refereed works should be noted by separating works into distinct categories within each of the three areas. Publications should be numbered sequentially within each of the three sections. Their full relevance to teaching should be provided in the curriculum vitae as specified in the standard format. Refereed and non-refereed publications should be separated into distinct categories. Co-authored and multiple-authored publications should be annotated to explain the nature and extent of the candidate's contribution.

Entries should be listed chronologically or in reverse chronology, consistent with the traditions of the discipline. The exact status of each publication should be noted if the status is ambiguous. For example, unpublished articles that have been officially accepted by an editor or publisher should be identified as "in press." Articles that have been submitted for editorial review, but have not been accepted or have been accepted subject to revision, should be identified as "submitted" or "under editorial review." Work in preparation should not be listed in the vitae. Projected work or work in preparation should be reported in the candidate's statement.

Software, multimedia presentations, films or videos, and other scholarly or creative works designed for electronic technologies should be similarly listed in one of the three categories and be designated as refereed or not. If additional explanatory information would be helpful to reviewers, this information should be provided in an appendix to the dossier. IUPUI recognizes and encourages electronic publication, but care must be taken to identify and explain the venue and to explain what procedures for peer review are in place. Electronic publication should reflect the same quality and standards as print publication.

Similarly, interdisciplinary work that appears in journals or other publication forms that may not be traditional should be listed in one of the three categories and designated as refereed or not. Additional explanatory information may be provided in an appendix to the dossier. Such work is encouraged by IUPUI, and it should be fully described to ensure that it is appreciated as peer reviewed and valuable.

NOTE: As a part of the dossier preparation, department chairs (deans where applicable) should provide an assessment of each journal, press, or other medium of publication. This requirement applies to electronic media and to interdisciplinary media. See the statement of chair's responsibilities.

(Date)

(Signature of Candidate)