

Appendix B

Curriculum Vitae of Candidate

(Candidates should follow a format that is similar to that below and consistent with the promotion and tenure criteria in the candidate's department.)

EDUCATION (degrees, granting institutions, dates)

PROFESSIONAL EXPERIENCE (positions held, academic ranks, dates)

PROFESSIONAL MEMBERSHIPS (optional)

ACADEMIC AWARDS (if applicable)

TEACHING

- Courses Taught (course number, title, number of times taught)
- Thesis or Dissertation Supervised
- Independent Studies Supervised
- Advising Students
- Guest Lectures
- Other

SCHOLARSHIP

Items which have been accepted for publication without revision shall be listed as “in press.” Publications cited should include all authors, full title, publisher or journal, and, if known, volume, inclusive pages, and date of publication. When there are multiple authors and one is the primary author, that name should be underlined. Citations of articles and papers should indicate whether the work was refereed (R) or not refereed (N).

Categories of Scholarship:

- Scholarly Books
- Edited Books
- Textbooks

- Chapters in Books
- Refereed Articles
- Non-refereed Publications (book reviews, abstracts, etc.)
- Papers published in Official Proceedings
- Published Applied Scholarship (technical reports, trade publications, etc.)
- Creative publications (Plays, Stories, Novels, Poems, and Notes)
- Compositions - If commissioned, the commissioning party should be noted. If performed, the place, date, and performer should be noted.
- Unpublished Papers Given at Professional Conferences - In addition to author(s) and title, the name, date, and location of conference should be noted.
- Invited Lectures, Colloquia, Symposia, Seminars

Scholarship under Review

Manuscripts which have been submitted and are currently under review may be listed. Each listing must include the date(s) of submission, the name of the journal or publisher submitted to, and any review of the work which has been completed.

Creative Scholarship: (performances and exhibitions)

If there is a written review of a performance or artistic work by professional peers, an (R) should be written before the citation and the review included in the appendix. If there is no written review, an (N) should be written before the citation.

Categories of Creative Scholarship:

- Musical Performances - The artist, title of performance, and place should be noted; likewise if the performance was a solo, shared, accompanying soloist with ensemble, or a member of an ensemble performance.
- Theatrical and Dance Performances - Includes acting, play directing, dancing, choreography, film production, and design. Artist(s), title, place, and date of performance or showing should be noted.
- Art Exhibitions - Artist, title of work, place (museum, gallery, etc.), and date of exhibition should be noted; likewise if the exhibition was a solo or group exhibition and if it was juried or invitational.
- Museum or Institutional Purchases - Artist, title of work, purchasing museum or institution, date, and amount should be noted.

- Exhibition Awards - Artist, title of work, name of award, location of exhibition, and date should be noted.
- Commissioned Art - Artist, title of work, commissioning party, and amount should be noted.

Grants Funded and Grants Pending

- Grants which have been funded should be listed with the following information: the dates of the award, the granting agency, the principal investigator, all co-investigators, the title of the grant, and the total costs of the grant.
- Grants which are pending (currently under review) should be listed with the following information: the proposed dates of the award, the granting agency, the principal investigator, all co-investigators, the title of the grant, and the total costs of the grants.

SERVICE

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|---------------------------|--|-------|
| •University Committee | Position (chair or member; elected or appointed) | Dates |
| •College Committee | Position | Dates |
| •Department Committee | Position | Dates |
| •Faculty Governance | Position | Dates |
| •Other University Service | Position | Dates |
| •Professional Service | | |
| •Community Service | | |
| •Training and Consulting | | |
| •Major Accomplishments | | |