

OUTLINE OF DATA TO BE INCLUDED IN CURRICULUM VITAE

(Reviewed by Tenured Faculty Committee)

PERSONAL DATA/VITAL STATISTICS

- Complete Name
- Business Address
- Email Address
- Citizenship

EDUCATION Years Attended Degree Date Major

- List everything in sequence – most recent first.

PROFESSIONAL EXPERIENCE

List everything with the most recent or current activity first. Categories:

- Academic
- Clinical
- Other Professional
- Administration
 - Budget responsibilities
 - Personnel management
 - Other

MILITARY EXPERIENCE

- List rank, status, length of service
- If an area does not apply, leave it out.

CERTIFICATION OR BOARD STATUS

- List all certifications, including type and date.
- List dates by year (2009); do not include months (8/09 – not like this)
- No abbreviations

LICENSES

- List state licensure, date issued, and current status.
- Do not use months in date ranges.

MEMBERSHIPS AND HONORS

- List all professional and scientific memberships.
- List all awards and/or honors listing type and date.

RESEARCH

- List all research in chronological order, most recent first.
- Indicate title, PI, dates, total dollar amount if funded, one-sentence purpose (optional), and your role in the project. (Examples will be provided.)
- Identify PI if you are not PI.
- Indicate funded or not funded.
- Only list grant participation here if you are officially listed in the grant document; otherwise, it should be listed under the Professional Services section.

PUBLICATIONS

- List in chronological order, most recent first, under subheadings:
 - Books
 - Chapters
 - Articles
 - Abstracts (List abstracts only if published with a volume and issue in an organization's formally published proceedings. Abstracts should not be included here if only listed in the organization's conference program.)
- If publication is "under review," place under separate heading.
- Designate by use of symbols "peer-reviewed" (*) and "data-based" (+).
- Do not include course materials here, such as module development, narrated PowerPoint presentations, podcasts, etc. This should be listed under Teaching Activities.

PRESENTATIONS

- List all presentations in chronological order, most recent first (not divided under International, National or Regional headings – this can be discussed in your narrative).
- List name of presentation, organization, date, and location.
- Indicate Paper/Podium versus Poster presentations.
- Presentations made for continuing education should be listed under the Professional Services section.

UNIVERSITY GOVERNANCE

- List committee, board, council participation for last six years (indicate inclusive dates and if you were chair).
- Headings for:
 - University
 - Health Sciences Center
 - College of Nursing
 - Other Colleges
- Service on committees at other university or colleges should be listed under Professional Service.

PROFESSIONAL SERVICE

- List last six years
- Service to professional societies (indicate offices, committee, etc.)
- Editorial services
- Contributions to continuing education
- Special lectures (indicate title, organization, place, and date)
- Consultations (indicate organization, place, and date)
- Professional services to the community
- Under heading "Grant Participation," list service to grant teams if you were not officially listed on a research/training grant and provided your expertise (i.e., editing, grant writing, etc.). Identify your contribution and include a letter from the grant's PI with this information.
- Other

PROFESSIONAL GROWTH AND DEVELOPMENT

- List last six years
- List only those where continuing education credit was received (indicate title, organization, location, and number of CEUs).
- Formal coursework
- Other

TEACHING ACTIVITIES

- List last six years
- Course participation (list by year, semester, course number, course title, hours of instruction, role (i.e., course coordinator, instructor), and number of students)
 - Within the College of Nursing
 - Outside the College of Nursing
- List thesis/dissertation committee participation, but not Comps nor EBP groups.
- List lectures given in other courses.

NARRATIVE

- A summary of accomplishments under each area should be attached, i.e., *Teaching*, *Research* and Creative/Scholarly Activity, and/or Professional and University *Service* and Public Outreach.
- Please do not attach additional documents.

Formatting Instructions:

- Use column format when listing items for clarity.
- A sample template is attached.