# College of Arts and Sciences

**“Standard Form” for Faculty Vitae**

*Rev. May 2023*

*Enter all information in reverse chronological order. Single-space individual entries; double-space between each entry and between section headings. List sections in order, as shown; add additional sections as needed. Start new pages where required, leaving headings intact.*

# Name Department Date

## Educational History

## *Degrees earned, date granted, granting institution and address, major field of study*

*Thesis/dissertation title, name of thesis/dissertation advisor*

**Employment History Part I**

*Principal positions since the Bachelor’s degree*

*Job title, beginning date-ending date, employing organization and address*

**Employment History Part II**

*Concurrent temporary or visiting appointments, consultantships*

*Position description, beginning date-ending date, organization and address*

**Professional Recognition and Honors** *for teaching, research, and service*

*Name of honor, description, date, awarding organization*

(Start new page)

Short Narrative Description of Research, Teaching and Service Interests

*No more than one page in length total; written for a non-specialist reader.*

(Start new page)

Scholarly Achievements

*List all works below following the standard bibliographic format for your field, such as Chicago, MLA, APA, etc.*

Books Authored or Co-authored

Books Edited or Co-edited

Articles Appearing in Chapters in Edited Volumes

Articles Published in Refereed Journals

*Sub-categories may be created here*

**Other Scholarly Works** *(Writings, software, patents, etc.)*

Works in Progress *(Divide into subsections by type, as for published work)*

Accepted for publication *(Note date of acceptance and probable date of publication)*

Submitted for publication *(Note date of submission)*

In preparation

Invited or Refereed Abstracts and/or Presentations at Professional Meetings

*Title; Meeting title or name of host organization; Address; Date.*

Contributed (un-refereed) Abstracts and/or Oral Presentations at Professional Meetings

*Title; Author(s) list; Meeting title and title of abstract volume, if appropriate; Location of meeting; Date; Page (if appropriate).*

(Start new page)

Research

Research Funding

Project Title

Principal investigator(s), as listed on title page

Funding organization

Starting and stopping dates, amount awarded for the period listed (direct costs and indirect costs)

Pending Research Funding

Project Title

Principal investigator(s) as listed on title page

Proposed funding organization

Proposed dates and amounts

Status of review

Grants Submitted but Unfunded *(optional)*

(Start new page)

Teaching

Doctoral Advisement

*Name of Ph.D. recipient; Date degree was awarded; Title of dissertation*

Masters Advisement

*Name of MA/MS recipient; Date degree was awarded; Title of thesis*

*Include Ph.D. and MA/MS students with degrees in progress; expected dates of degrees*

Bachelor’s Honors Advisement

*Name of honors student; Date; Degree; Title of honors thesis*

Undergraduate Student Mentoring

*Name of student; Date; Degree; Type of project or Name of program*

Classroom Teaching

*Year; Semester; Name of course; Course number; Number of students*

Curriculum Development or Teaching Administrative Positions

*Description; Date*

(Start new page)

Service

*List as appropriate, with academic year and description of service. This may include:*

*Editorships*

*Reviewing for journals*

*Reviewing for national funding organizations*

*Administrative work with professional societies, elect offices held*

*Administrative work in Department, College, University committees*

*Community service, etc*.