# College of Arts and Sciences

**“Standard Form” for Lecturer Vitae**

*Rev. AY2024*

*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**

*(Teaching, research, service)*

*Name of honor, description, date, awarding organization (repeat above as appropriate)*

*No more than one page in length; written for a non-specialist reader. It is understood that not all lecturers participate in research and that, therefore, not all lecturers will have a Research Interests section on this page.*

(Start new page)

**TEACHING ACHIEVEMENTS**

Classroom Teaching

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

Undergraduate Student Mentoring

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

Graduate Student Mentoring

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

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*.

(Start new page)

Scholarly Achievements

*Not all lecturers participate in scholarship in their disciplines, but for those who do, please list as described below:*

*List in chronological order within each separate subsection. The exact order of the elements for each reference is not specified, but all elements must be given for each item.*

Books Authored or Co-authored:

*Author(s) as listed on title page: Title of book; Publisher; Publisher’s address; Number of pages; Date of publication. (repeat above as appropriate)*

Books Edited or Co-edited:

*Editor(s) as listed on title page: Title of book; Publisher; Publisher’s address; Number of pages; Date of Articles in Refereed Journals:*

*Author(s) as listed on title page; Title of article; Name of journal; Volume number; First page-last page number; Year. (repeat above as appropriate)*

Articles Appearing in Chapters in Edited Volumes:

*Author(s) as listed on title page: Title of article; Title of volume; Name of editor(s); Name and address of publisher; First page-last page number; Date of publication. (repeat above as appropriate)*

Other Writings: (not abstracts)

*Title; Author(s); Description of medium; Publisher; Address; Page numbers; Date. (repeat above as appropriate)*

Works in Progress:

*(divide into subsections by type, as for published work)*

*Author(s); Title; Name of publisher or journal.*

*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. (repeat above as appropriate)*

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). (repeat above as appropriate)*

(Start new page; List in chronological order)

Research Funding

*While many lecturers do not participate in outside funding activity, some do, so an opportunity is provided to list those activities:*

*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)*

*(repeat above as appropriate)*

Pending Research Funding:

*Project Title*

*Principal investigator(s) as listed on title page*

*Proposed funding organization Proposed dates and amounts Status of review*

*(repeat above as appropriate)*