

CURRICULUM VITAE OUTLINE

NAME:

ADDRESS:

EDUCATION:

List from past to present or present to past all earned degrees. Include dates granted, institution attended, and major area of study.

EXPERIENCE:

Give academic and other major pertinent appointments including visiting appointments, giving initial date of appointment, rank, institution or business, etc; list from past to present.

TEACHING:

List of all courses.

PUBLISHED BOOKS, MONOGRAPHS, BOOK REVIEWS, AND PAPERS:

List from past to present using an asterisk (*) to indicate papers not refereed; for those papers that are in press, so indicate under the words "In Press" providing only that the paper has been accepted for publication; substantial book reviews are regarded as citations; short, trivial book reviews should not be included; use a citation style that gives all authors in the proper sequence, date, volume, and inclusive pages; an unpublished Master's thesis or doctoral dissertation is not a publication.

CREATIVE WORKS:

List from past to present. Include a description of the work and outside evaluation, if available.

TECHNICAL REPORTS:

List in order from past to present showing the title and number of the report, the agency to whom it was addressed, number of illustrations, maps, tables, figures, pages and references cited; show all authors in the proper sequence.

PUBLISHED ABSTRACTS:

List by date in format indicated for above entries

RESEARCH PAPERS PRESENTED AT PROFESSIONAL MEETINGS:

List from past to present; use an identifying mark (*) to indicate when the paper is an invited paper; community and service talks should not be included in this category.

GRANTS AWARDED:

Give investigators' name in proper order; indicate their title such as "principal investigator", "co-principal investigator" or "consultant"; show the inclusive dates, agency, grant title, the amount of money that was actually funded; (list in order from past to present).

GRANTS APPLIED FOR:

Use the same format as indicated for "Grants Awarded."

RESEARCH AND MANUSCRIPTS IN PROGRESS

CONSULTING ACTIVITIES:

Cite as for grants; give major activities and relevant to professional training and research programs; characterize the subject field of inquiry; (list from past to present).

HONORS, AWARDS AND PRIZES:

List from past to present; list only those pertaining to professional training and research programs.

MEMBERSHIP IN PROFESSIONAL SOCIETIES:

If offices are held, note title of the office and dates of incumbency, especially if prestigious.

UNIVERSITY SERVICE:

PROFESSIONAL SERVICE:

COMMUNITY SERVICE:

List from past to present; do not list every committee assignment or service performed at the university or in the community but list significant standing services and committees, offices and administrative positions for examples: Director, Chair of the Faculty Senate, Chair of Committee A, member of city or state governmental body, state or national commissions, etc.