



CANDIDATE INSTRUCTIONS FOR THE CURRICULUM VITAE DIVISION OF STUDENT AFFAIRS

Should you have questions, please first ask your mentor or department chair/school director.

General Instructions:

1. Note on the CV all items referred to in your candidate statement or significant items in the One-of-a-Kind file. Include any works in progress, under review, or in press.
2. List items in Professional Growth, Teaching, and Service in **reverse chronological order**, beginning with the most recent and ending with the earliest. For dates that include a range (e.g., 2011-2014), order by the first year in the range. For ongoing activities, indicate by specifically noting to present (2004 - present). If multiple, non-consecutive years, group as a single item (e.g., 1999-2001, 2004, 2007). For Teaching and Service, list the dates first then the name of the item.

Instructions for Listing Publications:

1. Separate PUBLICATIONS into the following subcategories (for example), beginning the numbering of each item within each section with the numeral **1**, to document the number of works within each category:
 - Books
 - Refereed Journal Articles
 - Refereed Book Chapters
 - Refereed Proceedings
 - Non-refereed Journal Articles
 - Non-refereed Book Chapters
 - Non-refereed Proceedings
2. Include complete bibliographic information including dates, pages, URL, etc., and correct status indicator term, as defined below (note stage in the publication process, e.g., under first review; under revision for resubmission, and the date for each):
 - **Submitted:** Completed work has been submitted for review
 - **Accepted:** Manuscript has been accepted for publication but is not yet in press
 - **Acceptance with Revisions:** Editor has asked for revisions to be completed before publication
 - **Revise and Resubmit:** Editor has asked for revisions and resubmission of the work, which will be reviewed again for possibility of publication
 - **In press:** Manuscript has been revised and delivered to the publisher but is not yet in print
3. For co-authored publications, indicate your contributions to the manuscript.
4. For all professional growth items, provide relevant indicators of quality.
5. Use **bold-faced type** to indicate your name in the author list.
6. For promotion to professor: Clearly distinguish between publications and professional growth activities completed **before** and **after** tenure by stating BEFORE TENURE and AFTER TENURE, and utilizing a line of asterisks between the two lists (as indicated in the template).

The CV template serves as a guide, not a mandate; you may add or remove sections to suit your needs.

SAMPLE CURRICULUM VITAE

John Doe

Department/School of _____

San Diego State University
5500 Campanile Drive
San Diego, CA 92182-1308
(619) 594-XXXX
xxxxx@mail.sdsu.edu
www.xxxxx.com

EDUCATION

Institution	Completion Date
Degree	Major Field
Institution	Completion Date
Degree	Major Field
Institution	Completion Date
Degree	Major Field
Institution	Completion Date
Degree	Major Field

COUNSELING POSITIONS

Rank (e.g., Associate Professor)	Date (e.g., Fall 20XX – Present)
Institution	Subject
Rank	Date
Institution	Subject
Rank	Date
Institution	Subject

COUNSELING EFFECTIVENESS

Counseling Innovations
Counseling Awards

PROFESSIONAL GROWTH

Books

AFTER TENURE

1. Xxx
2. Xxx

BEFORE TENURE

3. Xxx
4. Xxx

Refereed Journal Articles

AFTER TENURE

1. Xxx
Ranking of the Journal; Acceptance Rate of the Journal; Impact Factor
2. Xxx
Ranking of the Journal; Acceptance Rate of the Journal; Impact Factor

BEFORE TENURE

3. Xxx
Ranking of the Journal; Acceptance Rate of the Journal; Impact Factor
4. Xxx
Ranking of the Journal; Acceptance Rate of the Journal; Impact Factor

Refereed Book Chapters

AFTER TENURE

1. Xxx
Indicate whether the chapter was reviewed by external reviewers beyond the book ad press editor.
2. Xxx
Indicate whether the chapter was reviewed by external reviewers beyond the book ad press editor.

BEFORE TENURE

3. Xxx
Indicate whether the chapter was reviewed by external reviewers beyond the book ad press editor.
4. Xxx
Indicate whether the chapter was reviewed by external reviewers beyond the book ad press editor.

Refereed Proceedings

AFTER TENURE

1. Xxx
2. Xxx

BEFORE TENURE

3. Xxx
4. Xxx

Unpublished, Refereed Papers before Professional Conferences

AFTER TENURE

1. Xxx
2. Xxx

BEFORE TENURE

3. Xxx
4. Xxx

Externally Critiqued Performances or Juried Exhibitions of Works

AFTER TENURE

1. Xxx
2. Xxx

BEFORE TENURE

3. Xxx
4. Xxx

Non-refereed Book Chapters

AFTER TENURE

1. Xxx
2. Xxx

BEFORE TENURE

3. Xxx
4. Xxx

Non-refereed Proceedings

AFTER TENURE

1. Xxx
2. Xxx

BEFORE TENURE

3. Xxx
4. Xxx

Textbooks

AFTER TENURE

1. Xxx
2. Xxx

BEFORE TENURE

3. Xxx
4. Xxx

Book Reviews

AFTER TENURE

1. Xxx
2. Xxx

BEFORE TENURE

3. Xxx
4. Xxx

Publications in Process

AFTER TENURE

1. Xxx
2. Xxx

BEFORE TENURE

3. Xxx
4. Xxx

Scholarly Awards

AFTER TENURE

1. Xxx
2. Xxx

BEFORE TENURE

3. Xxx
4. Xxx

Funded Research Grants

AFTER TENURE

1. \$XXX,XXX - Grant Title, Candidate's Role, Status of the Grant Agency, Acceptance Rate, Start Date – End Date
2. \$XXX,XXX - Grant Title, Candidate's Role, Status of the Grant Agency, Acceptance Rate, Start Date – End Date

BEFORE TENURE

3. \$XXX,XXX - Grant Title, Candidate's Role, Status of the Grant Agency, Acceptance Rate, Start Date – End Date
4. \$XXX,XXX - Grant Title, Candidate's Role, Status of the Grant Agency, Acceptance Rate, Start Date – End Date

Funded Training Grants

AFTER TENURE

1. \$XXX,XXX - Grant Title, Candidate's Role, Status of the Grant Agency, Acceptance Rate, Start Date – End Date
2. \$XXX,XXX - Grant Title, Candidate's Role, Status of the Grant Agency, Acceptance Rate, Start Date – End Date

BEFORE TENURE

3. \$XXX,XXX - Grant Title, Candidate's Role, Status of the Grant Agency, Acceptance Rate, Start Date – End Date
4. \$XXX,XXX - Grant Title, Candidate's Role, Status of the Grant Agency, Acceptance Rate, Start Date – End Date

Participation in Professional Associations

AFTER TENURE

1. Xxx
2. Xxx

BEFORE TENURE

3. Xxx
4. Xxx

Works-In-Progress

AFTER TENURE

1. Xxx
2. Xxx

BEFORE TENURE

3. Xxx
4. Xxx

SERVICE

Service for the Department

1. Xxx (Years Served)
2. Xxx (Years Served)

Service for the College

1. Xxx (Years Served)
2. Xxx (Years Served)

Service for the University

1. Xxx (Years Served)
2. Xxx (Years Served)

Service for the Profession

1. Xxx (Years Served)
2. Xxx (Years Served)

Service for the Community

1. Xxx (Years Served)
2. Xxx (Years Served)