**CANDIDATE INSTRUCTIONS FOR THE CURRICULUM VITAE**

*Should you have questions, please first ask your mentor or supervisor.*

**General Instructions:**

1. Note on the CV all items referred to in your narrative statements and significant items in the One-of-a-Kind file. Include any works in progress, under review, or in press.
2. In Library Service Effectiveness, include date ranges in the format that best works for you. List items in Professional Growth 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 PG and Service, list the dates first then the name of the item. Service to the Profession should be included under Professional Growth in accordance with Library Policy.

**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. See sections IV-A 2.23, 2.231, 2.232 of the Library Faculty Policy File for examples of refereed professional growth and evidence.
* Books
* Refereed Journal Articles
* Refereed Book Chapters
* Refereed Proceedings
* Non-refereed Journal Articles
* Non-refereed Book Chapters
* Non-refereed Proceedings
* Conference Presentations (this includes posters)

The candidate may add additional subcategories as needed, such as digital projects.

1. 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) - in WORKS IN PROGRESS section:
* ***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
1. For co-authored publications, briefly indicate your contributions to the manuscript. For example, indicate that you were lead or corresponding author, and what percentage of the manuscript you wrote.
2. For all professional growth items, metrics such as impact factor, acceptance rates, altmetrics and other relevant indicators of quality are optional but can be included when available. Lack of metrics do not require an explanation and should not be negatively assessed by review committees.
3. Use **bold-faced type** to indicate your name in the author list.
4. **For promotion to full librarian:** Clearly distinguish between publications and professional growth activities completed before and after tenure, as well as materials that were subsequent to review but prior to promotion (made available after the closing date and/or late-add deadline of a previous evaluation cycle, but before your promotion effective date). This should be done by delineating BEORE TENURE, SUBSEQUENT TO REVIEW BUT PRIOR TO PROMOTION, and AFTER TENURE for each section of professional growth.

**The CV template serves as a guide and is strongly recommended; you may add or remove sections to suit your needs.**

**SAMPLE CURRICULUM VITAE**

**John Doe**

San Diego State University Library

5500 Campanile Drive

San Diego, CA 92182-1308

(619) 594-XXXX

xxxxx@mail.sdsu.edu

www.xxxxx.com

**EDUCATION**

Completion Date Institution

Degree Major Field

Completion Date Institution

Degree Major Field

Completion Date Institution

Degree Major Field

**LIBRARY POSITIONS**

Date (e.g., Fall 20XX – Present) Rank (e.g., Associate Librarian)

Institution Position (e.g., STEM Librarian)

Date Rank

Institution Position

Date Rank

Institution Position

**LIBRARY SERVICE EFFECTIVENESS**

\*include categories and sub-categories to separate out the types of work you do. Below are recommendations. Customize categories based on your position. Categories **might** include but are not limited to, for example:

* Reference
* Instruction
* Cataloging
* Archival Processing
* Outreach
* Liaison Work
* Assessment
* Collection Management
* Collection Development
* Special Projects
* Donor Relations
* Management (of units, departments, and/or staff)

**PROFESSIONAL GROWTH**

**BOOKS**

**After Tenure (Begin With Most Recent)**

1. Xxx

Reviews of the Book

1. Xxx

Reviews of the Book

**Subsequent To Review But Prior To Promotion**

1. Xxx
2. Xxx

**Before Tenure**

1. Xxx
2. Xxx

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**REFEREED JOURNAL ARTICLES**

**After Tenure**

1. Xxx

Ranking of the Journal; Acceptance Rate of the Journal; Impact Factor (optional) If co-authored, briefly indicate your contributions

1. Xxx

Ranking of the Journal; Acceptance Rate of the Journal; Impact Factor (optional) If co-authored, briefly indicate your contributions

**Subsequent To Review But Prior To Promotion**

1. Xxx

Ranking of the Journal; Acceptance Rate of the Journal; Impact Factor (optional) If co-authored, briefly indicate your contributions

1. Xxx

Ranking of the Journal; Acceptance Rate of the Journal; Impact Factor (optional) If co-authored, briefly indicate your contributions

**Before Tenure**

1. Xxx

Ranking of the Journal; Acceptance Rate of the Journal; Impact Factor (optional) If co-authored, briefly indicate your contributions

1. Xxx

Ranking of the Journal; Acceptance Rate of the Journal; Impact Factor (optional) If co-authored, briefly indicate your contributions

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**REFEREED BOOK CHAPTERS**

**After Tenure**

1. Xxx
2. Xxx

**Subsequent To Review But Prior To Promotion**

1. Xxx
2. Xxx

**Before Tenure**

1. Xxx
2. Xxx

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**REFEREED PRESENTATIONS**

**After Tenure**

1. Xxx
2. Xxx

**Subsequent To Review But Prior To Promotion**

1. Xxx
2. Xxx

**Before Tenure**

1. Xxx
2. Xxx

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**EXTERNALLY CRITIQUED OR JURIED EXHIBITIONS**

**After Tenure**

1. Xxx
2. Xxx

**Subsequent To Review But Prior To Promotion**

1. Xxx
2. Xxx

**Before Tenure**

1. Xxx
2. Xxx

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**NON-REFEREED BOOK CHAPTERS**

**After Tenure**

1. Xxx
2. Xxx

**Subsequent To Review But Prior To Promotion**

1. Xxx
2. Xxx

**Before Tenure**

1. Xxx
2. Xxx

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**After Tenure**

1. Xxx
2. Xxx

**Subsequent To Review But Prior To Promotion**

1. Xxx
2. Xxx

**Before Tenure**

1. Xxx
2. Xxx

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**BOOK REVIEWS**

**After Tenure**

1. Xxx
2. Xxx

**Subsequent To Review But Prior To Promotion**

1. Xxx
2. Xxx

**Before Tenure**

1. Xxx
2. Xxx

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**PUBLICATIONS IN PROCESS**

**After Tenure**

1. Xxx
2. Xxx

**Subsequent To Review But Prior To Promotion**

1. Xxx
2. Xxx

**Before Tenure**

1. Xxx
2. Xxx

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**SCHOLARLY AWARDS** (Fellowships and sabbaticals can go here)

**After Tenure**

1. Xxx
2. Xxx

**Subsequent To Review But Prior To Promotion**

1. Xxx
2. Xxx

**Before Tenure**

1. Xxx
2. Xxx

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**FUNDED RESEARCH GRANTS**

**After Tenure**

1. $XXX,XXX - Grant Title, Candidate’s Role, Status of the Grant Agency, Acceptance Rate (optional), Start Date – End Date
2. $XXX,XXX - Grant Title, Candidate’s Role, Status of the Grant Agency, Acceptance Rate (optional), Start Date – End Date

**Subsequent To Review But Prior To Promotion**

1. $XXX,XXX - Grant Title, Candidate’s Role, Status of the Grant Agency, Acceptance Rate (optional), Start Date – End Date
2. $XXX,XXX - Grant Title, Candidate’s Role, Status of the Grant Agency, Acceptance Rate (optional), Start Date – End Date

**Before Tenure**

1. $XXX,XXX - Grant Title, Candidate’s Role, Status of the Grant Agency, Acceptance Rate (optional), Start Date – End Date
2. $XXX,XXX - Grant Title, Candidate’s Role, Status of the Grant Agency, Acceptance Rate (optional), Start Date – End Date

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**FUNDED TRAINING GRANTS**

**After Tenure**

1. $XXX,XXX - Grant Title, Candidate’s Role, Status of the Grant Agency, Acceptance Rate (optional), Start Date – End Date
2. $XXX,XXX - Grant Title, Candidate’s Role, Status of the Grant Agency, Acceptance Rate (optional), Start Date – End Date

**Subsequent To Review But Prior To Promotion**

1. $XXX,XXX - Grant Title, Candidate’s Role, Status of the Grant Agency, Acceptance Rate (optional), Start Date – End Date
2. $XXX,XXX - Grant Title, Candidate’s Role, Status of the Grant Agency, Acceptance Rate (optional), Start Date – End Date

**Before Tenure**

1. $XXX,XXX - Grant Title, Candidate’s Role, Status of the Grant Agency, Acceptance Rate (optional), Start Date – End Date
2. $XXX,XXX - Grant Title, Candidate’s Role, Status of the Grant Agency, Acceptance Rate (optional), Start Date – End Date

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**GRANTS SUBMITTED**

**After Tenure**

1. $XXX,XXX - Grant Title, Candidate’s Role, Status of the Grant Agency, Acceptance Rate (optional), Start Date – End Date
2. $XXX,XXX - Grant Title, Candidate’s Role, Status of the Grant Agency, Acceptance Rate (optional), Start Date – End Date

**Subsequent To Review But Prior To Promotion**

1. $XXX,XXX - Grant Title, Candidate’s Role, Status of the Grant Agency, Acceptance Rate (optional), Start Date – End Date
2. $XXX,XXX - Grant Title, Candidate’s Role, Status of the Grant Agency, Acceptance Rate (optional), Start Date – End Date

**Before Tenure**

1. $XXX,XXX - Grant Title, Candidate’s Role, Status of the Grant Agency, Acceptance Rate (optional), Start Date – End Date
2. $XXX,XXX - Grant Title, Candidate’s Role, Status of the Grant Agency, Acceptance Rate (optional), Start Date – End Date

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**PARTICIPATION IN PROFESSIONAL ASSOCIATION GOVERNANCE**

**After Tenure**

1. Xxx
2. Xxx

**Subsequent To Review But Prior To Promotion**

1. Xxx
2. Xxx

**Before Tenure**

1. Xxx
2. Xxx

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**WORKS-IN-PROGRESS**

1. Xxx
2. Xxx
3. Xxx
4. Xxx
5. Xxx
6. Xxx

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**SERVICE**

**Service for the Library** (add subcategories if needed, i.e. Committees Chaired)

1. Years Served Xxx
2. Years Served Xxx

**Service for the University**

1. Years Served Xxx
2. Years Served Xxx

**Service for the Community**

1. Years Served Xxx
2. Years Served Xxx