**CANDIDATE INSTRUCTIONS FOR THE CURRICULUM VITAE**

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

**General Instructions:**

1. Font Style: Times New Roman. Font Size: 12 point
2. 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.
3. 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

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, indicate your contributions to the manuscript.
2. For all professional growth items, provide relevant indicators of quality.
3. Use **bold-faced type** to indicate your name in the author list.
4. For promotion to professor: 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 **Before Tenure**, **Subsequent To Review But Prior To Promotion** (Mid-Feb to late August), 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**

Department/School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

San Diego State University

5500 Campanile Drive

San Diego, CA 92182-1308

(619) 594-XXXX

[xxxxx@mail.sdsu.edu](mailto: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 |
|  |  |
| Completion Date | Institution |
| Degree | Major Field |

**ACADEMIC POSITIONS HELD**

|  |  |
| --- | --- |
| Date (e.g., Fall 20XX – Present) | Rank (e.g., Associate Professor) or Other (e.g., postdoctoral researcher, researcher, research scientist, etc.) |
| Institution | Subject |
|  |  |
| Date | Rank |
| Institution | Subject |
|  |  |
| Date | Rank |
| Institution | Subject |
|  |  |

**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

If co-authored, indicate your contributions

1. Xxx

Ranking of the Journal; Acceptance Rate of the Journal; Impact Factor

**Subsequent To Review But Prior To Promotion**

1. Xxx

Ranking of the Journal; Acceptance Rate of the Journal; Impact Factor

1. Xxx

Ranking of the Journal; Acceptance Rate of the Journal; Impact Factor

**Before Tenure**

1. Xxx

Ranking of the Journal; Acceptance Rate of the Journal; Impact Factor

1. Xxx

Ranking of the Journal; Acceptance Rate of the Journal; Impact Factor

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**REFEREED BOOK CHAPTERS**

**After Tenure**

1. Xxx

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

1. Xxx

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

**Subsequent To Review But Prior To Promotion**

1. Xxx

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

1. Xxx

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

**Before Tenure**

1. Xxx

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

1. Xxx

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

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**REFEREED PROCEEDINGS**

**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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**UNPUBLISHED, REFEREED PAPERS BEFORE PROFESSIONAL CONFERENCES**

**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 PERFORMANCES OR JURIED EXHIBITIONS OF WORKS**

**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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**NON-REFEREED PROCEEDINGS**

**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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**TEXTBOOKS**

**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**

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

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

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**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

**Subsequent To Review But Prior To Promotion**

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**

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

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**GRANTS SUBMITTED**

**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

**Subsequent To Review But Prior To Promotion**

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**

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

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**PARTICIPATION IN PROFESSIONAL ASSOCIATIONS**

**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

**TEACHING EFFECTIVENESS**

Dates List of students supervised and currently supervising. For each student, provide date (or range of dates), Name of Student, Level (UG, Masters, or Ph.D.), and title of thesis or project.

Dates Teaching Awards

Dates Participation in Teaching Training or Teaching Conferences (SDSU CTL, Lily Conference, etc.)

Dates Publication of Textbooks and Other Teaching Aids

Dates Curriculum Development and Teaching Innovations

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**COURSES TAUGHT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course #** | **Course Name** | **Level**  (i.e., upper, lower, grad) | **Modality**  (i.e., online, in-person, hybrid) | **Co - Taught?** |
| *HIST 101* | *Intro to US History* | *Lower* | *In-Person* | *No* |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

**SERVICE**

**Service for the Department**

1. Years Served Xxx
2. Years Served Xxx

**Service for the College**

1. Years Served Xxx
2. Years Served Xxx

**Service for the University**

1. Years Served Xxx
2. Years Served Xxx

**Service for the Profession**

1. Years Served Xxx
2. Years Served Xxx

**Service for the Community**

1. Years Served Xxx
2. Years Served Xxx