

## Judd A. and Marjorie Weinberg College of Arts and Sciences

### Preparing a *Curriculum Vitae* for Promotion Review

PREPARING A CV. The mores of a discipline will in some measure determine the form and content of a faculty member's professional CV – on which a number of items mentioned below would likely not appear. But when a faculty member is being considered for reappointment, promotion, or the grant of tenure, *all the information noted here should be included*, whether or not this particular arrangement is followed. The CV should be a reasonably self-sufficient document for a non-specialist reader. Abbreviations of professional organizations, journal titles, etc., should be spelled out (at the very least when they are first cited).

- **DATE**

The CV should be up-to-date and should carry the date, month, and year when it was prepared.

- **NAME**

Optional: local address, phone, etc.

- **MAJOR PROFESSIONAL INTEREST(S)**

E.g., low-temperature physics; econometrics; twentieth-century Chinese American literature.

- **EDUCATION**

Colleges and universities attended, degrees, and dates. It is helpful to reviewers if the candidate identifies her/his/their dissertation mentor and, if applicable, postdoctoral adviser(s) as well.

- **PRE-DOCTORAL AWARDS, HONORS AND FELLOWSHIPS WITH DATES**

E.g., Phi Beta Kappa; Fulbright Fellowship for graduate research in Italy; National Science Foundation Graduate Fellowship, etc.

- **POSTDOCTORAL RECOGNITIONS WITH DATES**

Awards, honors, and fellowships, e.g., National Institutes of Health Research Career Development Award, National Endowment for the Humanities Senior Fellowship, National Book Award, American Academy of Arts and Sciences membership, etc.

- **EMPLOYMENT**

This should be an itemized list, with affiliations and dates. It is advisable to account for all of the time since the undergraduate degree: military service, work in industry, postdoctoral and other research appointments, faculty appointments (including ranks). Joint faculty appointments in other departments, schools or centers, etc., should be included.

- **RESEARCH SUPPORT**

PAST, PRESENT, PENDING: An itemized, complete list of projects supported by grants from NU and elsewhere, each item to include co-investigators if any (principal investigator first), full title, source of funds, dollar amount, dates active, etc., with the same details for pending grant applications.

- **PUBLICATIONS (OR ANALOGOUS ACTIVITIES IN THE ARTS)**

Each item describing a scholarly book or monograph, textbook, article, review, edition, translation, etc., should be full and clear. All authors should be named, together with the complete title of each publication (when first mentioned at least); the name, volume number, issue number, and date of the journal or publisher, and the inclusive pagination of the item. *Please check these items for accuracy.*

If a publication has multiple authors, please indicate whether co-authors are students or postdocs by underlining their names and providing a key at the beginning of the "Publications" section (e.g.: "underlined names indicate student or postdoc co-authors") or by starring these names and inserting a footnote (e.g., "\*starred names indicate student or postdoc co-authors").

Finally, publications supplied in the dossier should be presented in chronological order with the most recent publication at the top. The publications should be numbered consecutively (**do not** repeat numbers) in descending order (i.e., the most recent pub assigned the highest number). The number of a publication on the CV should correspond to the number used in the publication's naming convention (for example, Smith\_publication\_14). We are asking that publications be arranged in chronological descending order in case a new publication comes in during the review period. The idea is to add the latest publication to the top of the list instead of having to renumber every item, which means that the publications in Faculty Folio RPT would also need to be renumbered—a time-consuming task if a dossier consists of many publications.

If you have many categories of publications, you may wish to arrange the items by categories, then by chronological order within each category.

Here's an example from a mock CV with many categories of publications:

**Books**

16. *ABC* (Oxford: Oxford University Press, 2021)

15. *DEF* (Chicago: University of Chicago Press, 2013)

**Peer-reviewed journal articles**

14. "GHI," *Journal A* 130 (2020): 215-245

13. "JKL," *Journal B* 129 (2019): 111-133

If a new book is published during the review book, then the book will be assigned the highest number in an updated CV (or in the example above as item 17). If the new publication is a peer-reviewed journal article, in the example above the new item would be listed as item 14B.

- **WORK NOW IN PROGRESS**

Titles and status of the papers. Also a paragraph or more describing work underway or in advanced stages of planning. This section should be written for an audience composed of scholars in the field.

- **PROFESSIONAL TALKS**

Lectures, colloquia, panel appearances, talks, seminars, etc., with particulars: what, where, when, auspices, etc.

- **LEAVES OF ABSENCE**

Dates, substantive research topics, sources of support, dollar amounts, locales where research was undertaken (name of library, laboratory, etc.). Only research leaves should be listed (and not medical, childbearing, adoption, childrearing, and other types of leaves).

- **PEER- REVIEW AND RELATED ACTIVITIES**

Memberships on panels evaluating research proposals; editorships; committees considering colleagues for honors; readerships for scholarly journals or presses; etc.

- **MAJOR CONSULTANCIES IN THE PUBLIC AND PRIVATE SECTORS**

- **PROFESSIONAL AFFILIATIONS AND SERVICE**

Memberships, offices, and related activities, e.g., the planning and convening of scholarly conferences.

- **OTHER MATTERS RELATED TO RESEARCH AND PUBLICATION**

- **TEACHING AND ADVISING**

The detail in this category would be unusual in a routine CV, but full particulars are required of candidates for the grant of tenure or promotion to full professor.

- Areas of undergraduate and graduate teaching during the last five years.
- Specific courses taught in at least the last three years: titles, levels, formats, etc. (individual 399s should be listed separately; see below).
- Curriculum development, the establishment of new or improved courses, etc., during at least the last five years.
- Names of students in tutorial or advisory registrations in at least the last three years (398s, 399s, 490s, 590s).
- Names of M.A. and M.S. candidates on whose preparing and examining committees you have served during the last five years.
- Names and dates of Ph.D.s for whose doctoral work you have been chief adviser. Affiliation of those now graduated.
- Names of Ph.D. candidates for whom you have been an adviser, committee member, dissertation reader, etc., in at least the last five years, with specific roles indicated.
- Other activities related to the teaching and advising of undergraduate and graduate students, in department, College or University level.
- Teaching awards and honors.

**DEPARTMENT, COLLEGE, AND UNIVERSITY SERVICE (over at least the last five years)**

- Memberships and offices on department and program committees.
- Memberships and offices on standing and *ad hoc* committees of the Weinberg College faculty.
- Memberships and offices on committees of the University Senate.
- Student relations, e.g., Master or Faculty Associate of a residential college.

**COMMUNITY WORK: PUBLIC OFFICES, ETC.**

rev. June 2022