N.B. You may choose whether to order items from present to past or past to present, but be consistent between sections.

CURRICULUM VITAE OUTLINE

Name:

Current Date:

Campus Address:

Education:
> List 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.

Teaching:
> List of all courses taught, by institution.

Publications:
> Include books (authored and edited), journal articles, book chapters, book reviews, reference book entries, scientific monographs, and other published works (except for technical reports and abstracts); make clear what type of publication each work is, either by dividing the list of publications into sections with clear headings or adding explanatory comments in square brackets at the end of individual citations when this is needed for clarity; for those works that are in press, so indicate under the words "In Press" providing only that the work has been accepted for publication; short 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be included; use a citation style that gives all authors in the proper sequence, date, volume, and inclusive pages; an unpublished master's thesis or doctoral dissertation is not a publication; you may use an asterisk(*) to indicate works that were peer-reviewed, a dagger (†) to indicate works that were invited, and a double dagger (‡) to indicate works that were co-authored with students.

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 total amount of money that was actually funded; the amount of money funded to the individual faculty member.

Grants Applied For:
> Use the same format as indicated for "Grants Awarded."

Creative Works:
> Include a description of the work and outside evaluation, if available.

Technical Reports and Patents:
> For technical reports, show 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:
> You may use an identifying mark (†) to indicate when the paper was invited; community and service talks should not be included in this category.

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.

Honors, Awards and Prizes:
> 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 Engagement: