

CURRICULUM VITAE

NAME IN CAPS

EDUCATION

Ph.D. (or equiv.)	Year	Institution, major
M.A. (or equiv.)	Year	Institution, major (indicate if terminal degree in field)
B.A. (or equiv.)	Year	Institution, major

NOTE 1:

In all sections of your CV, follow this rule of thumb regarding the order in which to list items: List in chronological order, starting with the most recent item.

As you proceed to page two of the CV, head each page with your name on the left, page number in the center, and "Curriculum Vitae" on the right.

Experience in Higher Education

19XX – 20XX Institution, rank, discipline (in this order)

Experience in Other than Higher Education

19XX – 20XX Where, in what capacity, etc.

Honors Received

20XX Name or title

Research Support and/or Fellowships

19XX – 20XX Amount (direct costs), source, your role (P.I., for example)

Ph.D. Students

Name, date degree conferred, your position on committee (Chair or member), institution (if not UMBC)

Master's Students

Name, date degree conferred, your position on committee (Chair or member), institution (if not UMBC)

Undergraduate Students

Name, research project (Provost's Research Fellowship, departmental honors thesis, or interdisciplinary studies major, for example), inclusive dates, your role or position on committee (mentor, advisor, Chair, or member)

PUBLICATIONS, PRESENTATIONS, AND CREATIVE ACHIEVEMENTS

NOTE 2:

In the upcoming sections, as you follow the rule of thumb described in Note 1 (i.e., list items in chronological order, starting with the most recent), be aware that this means listing works *accepted for publication* (or *presentation*) first, followed by works *in press*, and, finally, works already published (or presented). The italicized phrases just used are defined as follows and require the annotation of additional information and the submission of documentation, as noted:

- *Accepted for publication* indicates that a manuscript has been accepted and that you are in the process of working with editors to refine and finalize your text.

Accepted for presentation indicates that a project has been accepted for presentation, exhibition, production, performance, etc., and that you are in the process of working with a conference/program chair, museum curator, director, or other official on the final manifestation of the project.

- *In press* indicates that a manuscript has left your hands and will be returned to you only for the purpose of inspecting page proofs or proofreading galleys. For works *in press*, add expected date of publication.

For works *accepted for publication* (or *presentation*) or *in press*, include in the Scholarship folder in your dossier official documentation of the manuscript's or project's acceptance (i.e., a copy of the letter of acceptance from the publisher, journal, editor, conference/program chair, museum curator, producer, or other official).

For all works in a foreign language, provide an English translation.

If there are category or sub-category headings that you feel would be more appropriate or relevant to your discipline, please use them. Feel free to contact the Dean's Office with questions (x5-2385).

Publications

Create separate categories for the following:

- **Peer-Reviewed Works**
- **Non-Peer-Reviewed Works**
- **Works Submitted or In Preparation**
- **Reviews of Candidate's Works**

Under each of these category headings, create sub-categories appropriate to your discipline. These sub-categories might include the following:

- **Books**
- **Articles**
- **Chapters in Books**
- **Entries in Encyclopedias**
- **Introductions to Books**
- **Reviews**
- **Conference Proceedings**
- **Letters to Editors**
- **Interviews** [indicate whether you were interviewer or interviewee]

Each citation within a sub-category should include the following information (if applicable) in the order indicated:

- 1) Authors' names as they appear on the publication (if it is not clear from the published order of authors' names who served as primary author, you must clearly indicate the name of the primary author in parentheses); if you are the sole author, it is not necessary to list your name, and you may start the citation with the following:
- 2) Title of work
- 3) Title of journal, anthology, collection, catalogue, magazine, newspaper, etc., in which the publication appeared or is to appear
- 4) Location and name of publisher
- 5) Volume and/or issue number, precise date of publication, and inclusive page numbers (unless *accepted for publication* or *in press*).

For **Works Submitted or In Preparation**, create the same sub-categories listed above (Books, Articles, Chapters in Books, etc.) and provide citational information listed above, if applicable. Group titles as follows, indicating these designations in parentheses following the citation:

- ♣ submitted for publication
- ♣ completed, not yet submitted for publication
- ♣ in preparation

For **Reviews of Candidate's Works**, provide citational information listed above. If the title of the review does not clearly indicate which of your works was the subject of the review, provide that information in parentheses at the end of the citation. "Works" in this context may include publications, presentations, and creative achievements.

Presentations

NOTE 3:

In the first three categories below, be sure to follow the rule of thumb described in NOTE 1: List presentations in chronological order, starting with the most recent. This will mean the following: List works that have been *accepted for presentation*, followed by those already presented. See definition of the phrase *accepted for presentation* in NOTE 2.

Also, remember to include in the Scholarship folder in your dossier official documentation of the acceptance of a presentation (i.e., a copy of the letter of acceptance from conference/program chair or other official), per NOTE 2.

Again, if there are category or sub-category headings that you feel would be more appropriate or relevant to your discipline, please use them. Feel free to contact the Dean's Office with questions (x5-2385).

Create separate categories for the following:

- **Conference/Poster Presentations (Juried/Refereed)**
- **Conference/Poster Presentations (Non-Juried/Refereed)**
- **Other Professional Presentations**
- **Media Activities** [radio or television interviews, for example]
- **Presentation Proposals Submitted**

For each listing within a category, provide the following information (if applicable) in the order indicated:

- 1) Presenters' names as they appeared on the program for the conference, etc. (if it is not clear from the published order of presenters' names who served as primary presenter, you must clearly indicate the name of the primary presenter in parentheses); if you are the sole presenter, it is not necessary to list your name, and you may start the citation with the following:
- 2) Title of presentation
- 3) Name of conference
- 4) Location
- 5) Precise date (at least month and year)

For **Other Professional Presentations**: Create sub-categories for Lectures, Seminars, Colloquia, Workshops, or Artist's Talks, as needed, adding or substituting other sub-categories specific to your discipline. In each sub-category, provide the information listed above (title, etc.). If the presentation was juried/refereed, please indicate.

For **Presentation Proposals Submitted**, create sub-categories bearing the same category headings listed above (Conference/Poster Presentations [Juried/Refereed], etc.) and provide citational information listed above, if applicable.

Creative Achievements

NOTE 4:

For works *accepted for presentation*, remember to include in the Scholarship folder in your dossier official documentation of the project's acceptance (i.e., a copy of the letter of acceptance from the museum curator, producer, director, or other official), per NOTE 2.

For works already presented, include in your dossier any documentation you desire (e.g., announcements, posters, fliers, brochures, and programs).

Once again, if there are category or sub-category headings that you feel would be more appropriate or relevant to your discipline, please use them. Feel free to contact the Dean's Office with questions (x5-2385).

Create separate categories for the following:

- **Juried Works**
- **Non-Juried Works**
- **Project Proposals Submitted or Works in Progress**

Under each of these category headings, create sub-categories appropriate to your discipline. These sub-categories might include those listed below. Create additional sub-categories appropriate to your discipline (e.g., Solo Exhibitions, Group Exhibitions; Solo Performances, Duo Performances):

- **Exhibitions**
- **Productions**
- **Performances**
- **Concerts**
- **Readings**

For each listing within a sub-category, provide the following information (if applicable) in the order indicated:

- 1) Title of exhibition, production, performance, concert, reading, etc.
- 2) Names of jurors or curator (in parentheses)
- 3) Name of presenting institution, organization, etc.
- 4) Precise date of presentation

For **Project Proposals Submitted or Works in Progress**, create the same sub-categories listed above (Exhibitions, Productions, Performances, etc.) and provide citational information listed above, if applicable. Group titles as follows, indicating these designations in parentheses following the citation:

- ♣ submitted for consideration
- ♣ completed, not yet submitted for presentation
- ♣ in progress

SERVICE TO THE DEPARTMENT, UNIVERSITY, COMMUNITY, AND PROFESSION

Create separate categories for Service to the Department, to the University, to the Community, and to the Profession.

Under each category heading, provide information in the following order, listing current year first and going back chronologically:

- inclusive dates of service
- position on committee (Member, Chair, Co-chair), office held (President, Secretary, etc.), or role served (Manuscript Reader, Proposal Reviewer, etc.)
- name of committee, board, professional society/association, publisher, granting agency, etc.