## Curriculum Vitae Preparation

### Promotion and Tenure Review

Candidates should prepare a Curriculum Vitae using the format outlined here. There are two ways you can do this. One is to use the blank [MSWord Template Promotion and Tenure CV](https://facultyaffairs.ku.edu/promotion-and-tenure) and fill it out. Another way is to use the “Curriculum Vitae” function of Faculty Insight, our faculty activity management system.

### Completing Your CV Using the MSWord Template

* Include only the major sections *(i.e., KU Teaching Record, KU Professional Performance record, Research Record, and Service Record)* that apply to your position.
* Include all subheadings within those sections. Make sure to delete the instructions.
* Adjust the Header with your Last Name, First Initial.
* Save the completed CV in pdf format for submission as: **Last Name, First P&T CV.pdf**

**Using Faculty Insight to Generate a Draft of your CV**

The Faculty Insight “Curriculum Vitae” report is another option that you can use to complete a draft of the CV.

* The link to Faculty Insight is available under “Login Links” on [Academic Analytics page](https://aire.ku.edu/academic-analytics) of the AIRE website. Include all subheadings within those sections.
* [Click here for instructions](https://kansas.sharepoint.com/:b:/t/CenterforFacultyDevelopmentMentoring/ES8Qg-74BiJJk2ghttxB49kBhO0E7f36qj6Orft6xoqfSQ?e=GogJ98) on generating this report and saving it as a word document you can edit.
  + *You will need to be logged in with SSO to access this file on SharePoint.*
* Once you have your CV in MSWord, you will need to edit it, for example:
  + You may need to add courses taught prior to Spring 2009 to the table KU Teaching Record because those courses are not in Faculty Insight.
  + Insert a line to separate earlier scholarly works from those completed after appointment at KU or after promotion to associate professor, as described in the candidate’s P&T\_CV instructions below.
  + Include only the major sections *(i.e., KU Teaching Record, KU Professional Performance record, Research Record, and Service Record)* that apply to your position.
  + Remove any instructions.
  + Remove any subheadings that do not apply to your position.
  + Faculty Insight contains previously self-entered information (from Faculty PRO and anything entered directly into Faculty Insight) and information from other systems, including from publishers (provided via Academic Analytics), the KU Office of Research (grants), and Office of Graduate Studies (graduate student committee service).
  + Save the completed Faculty Insight-Generated CV in pdf format when you have finished your editing.
  + Submit it as: **Lastname, FirstInitial P&T CV.pdf**

**NOTE:** Candidates with joint appointments should complete only one CV.

**Curriculum Vitae**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| *Last Name* |  | *First Name* |  | *Middle Initial* |

**NAME:**

**EDUCATION:** *Provide the following information on each baccalaureate and post-baccalaureate degree*

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE** | **DEPARTMENT/DISCIPLINE** | **INSTITUTION** | **DATE AWARDED** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**EMPLOYMENT HISTORY:** *Beginning with your current position, provide the following information on each position held since completing the terminal degree in your field:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Start/End Dates** | **Title, Department**  **(Asst.Prof; Asst. Librarian, etc.)** | **Institution** | **Include Promotion Dates**  **(as applicable)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### KU Teaching Record

1. **List of Courses Taught** *(be sure to delete the instructions)*
   * Candidates for promotion to associate professor and/or tenure should list all courses taught since appointment at the University of Kansas.
   * Candidates for promotion to full professor should list all courses taught since the promotion to associate professor or since appointment at the University of Kansas (for those hired at the associate level).

***Beginning with the current semester, please provide the following:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Number and Title** | **Semester/Year** | **Number Enrolled** | **% Taught** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Undergraduate Advising Record** *(be sure to delete the instructions)*
   * List theundergraduate students for whom you serve or have served as the primary advisor or mentor, honors thesis chair, honors committee member, etc.
   * If your department does not assign faculty to individual undergraduate advisees or honors students, type “Not Applicable.”
2. **Graduate and Postgraduate Advising Record** *(be sure to delete the instructions)*
   * **Committee Chair: Doctoral**
     + List the doctoral students whose committee you have chaired (give date of degree completion) or are currently chairing.
     + List names of co-chairs if applicable.
     + If you do not advise doctoral students in your position, type “Not Applicable.”
   * **Committee Chair: Masters**
     + List the master’s level students whose committee you have chaired (give date of degree completion) or are currently chairing.
     + List names of co-chairs if applicable.
     + If you do not advise master’s level students in your position, type “Not Applicable.”
   * **Other Graduate Committee Service:**
     + List the names of other graduate students on whose committees you have served (give date of degree completion) or are currently serving. Group by type of degree (masters, doctoral). Indicate role served when appropriate (i.e. advisor, graduate studies representative).
   * **Postdoctoral Fellows**
     + If applicable, list the names and graduate institutions of postdoctoral fellows and visiting scholars whom you have mentored (give dates) or are currently mentoring.
3. **Honors and Awards for Teaching** *(be sure to delete the instructions)*
   * List in reverse chronological order (most recent first), drawing a line to indicate awards received prior to appointment at KU or a previous promotion, as appropriate.
     + Examples include the Kemper Fellowship for Teaching Excellence, Hope Award, and Center for Teaching Excellence awards, etc. Internal grants (e.g., from the Center for Teaching Excellence, the Hall Center, etc.) supporting training or teaching effectiveness or innovation should be listed in this section.

### KU Professional Performance Record

To be completed only by ***Librarians and Academic Staff*** with professional performance responsibilities. Others may delete this section in its entirety, including the heading.

1. **Job Responsibilities** *(be sure to delete the instructions)*
   * List in reverse chronological order (most recent first) all responsibilities in your current and any previous positions at KU.
   * Indicate start and end dates if responsibilities have changed over time.
   * Candidates for promotion from Associate to Full/Senior titles (e.g., Librarian, Senior Scientist, etc.) should draw a line to indicate those responsibilities held prior to their last promotion.
2. **Honors and Awards for Professional Performance** *(be sure to delete the instructions)*
   * List honors and awards in reverse chronological order (most recent first), drawing a line to indicate awards received prior to appointment at KU or a previous promotion, as appropriate.

### Research Record

1. **Research Publications and/or Creative Works** *(be sure to delete the instructions)*
   * **Major Publications or Creative Works**
     + List in reverse chronological order (“in press” or most recent first) your major (according to department/unit/school criteria) published and “in press” work or comparable creative work in artistic fields. “In press” refers to work that is completed and accepted for publication with no revisions pending.
     + Give **complete citations** for all publications in a standard citation format, including all authors/editors in the order in which they were listed, titles, year of publication, journal names and volume, page numbers for articles and book chapters, publishers for books and monographs, etc. Provide comparable information for creative performances and exhibits (e.g., title of the performance, single or group performance or exhibit, sponsoring agency, location, dates, etc.).
     + Number the entries on the list.
     + Identify which works were peer-reviewed/juried and which were invited.
     + For each multiple-authored work, indicate the principal author and the nature of your contributions to the work (e.g., responsible for idea generation and research design, data analysis, completion of first draft of the manuscript; collected and analyzed the data, wrote the first draft of the results section). Be specific in describing your contributions in terms of what you did, **not** in terms of percentages.
     + To indicate the work most relevant to this promotion, draw a line as appropriate to separate the works completed before and after appointment at the University of Kansas OR to separate those items submitted in support of a previous promotion (including all publications listed as accepted or in press at that time) and those produced since the promotion.
   * **Minor Publications or Creative Works**
     + List in reverse chronological order (“in press” or most recent first) your minor (according to department/unit/school criteria) published and “in press” work or comparable creative work in artistic fields.
     + Follow the guidelines above on citations, numbering, multiple-authored work, review process, and identification of work most relevant to this promotion.
   * **Works Submitted or Ready for Submission**
     + List work that has either been submitted for publication (or comparable presentation in artistic fields) or has been completed and is ready for submission.
     + Follow the guidelines above on citations, numbering, and multiple-authored work. Specify the status of the work (i.e., under review, ready for submission, accepted pending major revisions, book contract prospectus accepted, etc.).
2. **Scholarly Presentations** *(be sure to delete the instructions)*
   * **Major Presentations**
     + List in reverse chronological order (most recent first) your major (according to department/unit/school criteria) scholarly presentations or comparable creative work in artistic fields.
     + Give complete citations for all presentations, including all authors in the order in which they were listed; the date and location of the presentation, the sponsoring organization (e.g., name of the professional organization or university), and venue (e.g., annual conference, visiting scholar seminar). Provide comparable information for creative presentations.
     + Number all entries.
     + For each multiple-authored presentation, indicate the principal author and the nature of your participation in the writing/research/presentation following the same directions as for multiple-authored publications.
     + To indicate the work most relevant to this promotion, draw a line as appropriate to separate the presentations completed before and after appointment at the University of Kansas OR to separate those presentations listed in support of a previous promotion and those that occurred since the promotion.
   * **Minor Presentations**
     + List in reverse chronological order (most recent first) your minor (according to department/unit/school criteria) scholarly presentations or comparable creative work in artistic fields following the directions for major presentations above.
     + To indicate the work most relevant to this promotion, draw a line as appropriate to separate the presentations completed before and after appointment at the University of Kansas OR to separate those presentations listed in support of a previous promotion and those that occurred since the promotion.
3. **Grants and/or other Funded Projects** *(be sure to delete the instructions)*

**External Funding**

* + **Funded Proposals**
    - List in reverse chronological order (most recent first) all funded proposals for research or creative activities.
    - To indicate the work most relevant to this promotion, draw a line as appropriate to separate the funding before and after appointment at the University of Kansas OR to separate those awards submitted in support of a previous promotion and those awarded since the promotion.
    - For each, indicate the name of the project, your role (e.g., PI, Co-investigator, etc.) and the names of all co-investigators, the name of the funding agency/organization, the amount of funding requested/received, and dates of the project.
    - Number all entries.
    - Indicate whether the awards were the result of a refereed/competitive process or an invited sole source contract.
  + **Proposals Under Review**
    - List in reverse chronological order (most recent first) all funding proposals that are currently under review.
    - Follow the guidelines for funded proposals regarding the information on your role, awarding group, co-investigators, dates of proposed project, numbering, nature of review process, etc.
  + **Other Proposals Submitted, Not Funded**
    - List in reverse chronological order (most recent first) all unfunded proposals that were submitted since appointment at the University of Kansas or since the last promotion, as applicable.
    - Follow the guidelines for funded proposals regarding the information on your role, awarding group, co-investigators, dates of proposed project, numbering, nature of review process, etc.

**Internal Funding**

* + - * + List in reverse chronological order (most recent first) all internal proposals for funding of research or creative activities since appointment at the University of Kansas or since the previous promotion as appropriate.
        + Follow the guidelines for external proposals regarding the information on your role, awarding group, co-investigators, disposition of the proposal, dates of award, numbering, nature of review process, etc.

1. **Patents** *(be sure to delete the instructions)*
   * **Approved Patents**
     + List in reverse chronological order (most recent first) all approved patents.
     + To indicate the patents most relevant to this promotion, draw a line as appropriate to separate those approved before and after appointment at the University of Kansas OR to separate those listed in support of a previous promotion and those approved since the promotion.
     + For each, indicate the name of the patent, the names of joint holders, and your percentage on the patent, date of submission, and date of approval.
     + Number all entries.
   * **Submitted Patents**
     + List in reverse chronological order (most recent first) all submitted, but not yet approved, patents.
     + Follow the guidelines for approved patents regarding information to provide.
2. **Honors and Awards for Research** *(be sure to delete the instructions)*
   * + List in reverse chronological order (most recent first) honors and awards received for research/scholarly activity, drawing a line to indicate awards received prior to appointment at KU or a previous promotion, as appropriate.

### Service Record

1. **University of Kansas**
   * List service under the categories: department/unit (if applicable), school (or CLAS, Libraries, Office of Research/Research Center, as appropriate), and university.
   * Within categories, list service activities in reverse chronological order (most recent first).
   * Indicate membership (with dates) and leadership roles on task forces, councils, committees at each level.
   * Candidates for promotion to full professor should list only KU service since the last promotion.
2. **Professional Service Outside the University**
   * List your professional service under the categories: Local and State, Regional, National, International. Include service as a journal editor or editorial board member, offices held in professional organizations, membership on grant review panels, etc.
   * Within categories, list service activities in reverse chronological order (most recent first).
   * Do not include volunteer activities at any level that are unrelated to your professional expertise.
   * To indicate the work most relevant to this promotion, draw a line as appropriate to separate the professional service completed before and after appointment at the University of Kansas OR before and after a prior promotion.
3. **Honors and Awards for Service** 
   * List in reverse chronological order (most recent first), drawing a line to indicate awards received prior to appointment at KU or a previous promotion, as appropriate.