

MODEL CURRICULUM VITAE

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The following model is being provided as a suggested format. It incorporates the information required by the University and Graduate College in the "Procedures for Tenure and Promotion Decision-Making" (see <http://www.grad.uiowa.edu/FacultyStaff/GCPromoTenure0705.pdf>).

The sections on Teaching, Research, and Service outlined below can come in any order on the CV (e.g., Research before Teaching).

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***Curriculum Vitae***  
**NAME OF FACULTY MEMBER**

**Business Address:** Department of  
University of Iowa, Iowa City, Iowa 52242  
**Phone:** 319-335-xxxx  
**E-mail:** xxxxx-xxxxx@uiowa.edu

**EDUCATIONAL AND PROFESSIONAL HISTORY** [Most to least recent.]

- 1. Higher Education**—Institutions, dates attended, field of study, degrees and dates awarded.
- 2. Professional and Academic Positions**—Title, dates of service, location or institution.
- 3. Honors and Awards**—List.
- 4. Memberships**—List memberships in professional and learned societies, indicating offices held, committees served on, special assignments.

**TEACHING AT THE UNIVERSITY OF IOWA**

- 1. Teaching Assignments**—List semester-by-semester including the most recent 7-year period.
- 2. Students Supervised**—List in tabular form, as below:

<u>Degree objective:</u>	<u>Student name</u>	<u>Years</u>	<u>Outcome</u>
a. Ph.D. candidates			
b. Master's candidates			
c. Postdocs			
d. Undergraduate students			
e. Honors students			

- 3. Other Contributions to Instructional Programs**—List any special activities.

**SCHOLARSHIP** [Most to least recent.]**1. Publications or Creative Works**

*For multi-authored work or coherent series of multi-authored works, indicate*

- \* = *senior author, major contribution*
- \*\* = *secondary contribution*
- \*\*\* = *equal contribution*
- \*\*\*\* = *minor contribution*

- a. **Refereed** For books and articles, give full bibliographic information, including number of pages; indicate and be prepared to document whether published, in-press, or accepted for publication.

- **Books**

*At the time of the promotion review, the dossier will include an addendum listing books in progress and showing where the book is in the production process.\**

- **Articles**

- **Exhibits/Installations/Performances** List and be prepared to document in the form of published notices, programs, or reviews.

- b. **Non-refereed** [Would generally be technical reports or abstracts.]

2. **Published Reviews of Scholarship**—List source, date, reviewer's name, length.

3. **Inventions and Patents**

4. **Grants Funded**—Include duration, agency, total amount, and your status as PI or co-PI.

a. **External**

b. **Internal**

5. **Funding Proposals Submitted But Not Funded**—May also report reviewers' scores, if available.

6. **Invited Lectures and Conference Presentations**—List with title, date, place/institution.

a. **International**

b. **National**

7. **Pending Decisions Affecting Deliberations**—List of upcoming commitments/decisions (grant proposals, book contracts, other publishing decisions).

**SERVICE** [Most to least recent.] Include, for instance, offices held in professional organizations; editorships of journals or other scholarly publications; service on review panels; service on departmental, collegiate, or university committees; relevant community involvement.

1. **Profession**
2. **Department**
3. **College**
4. **University**
5. **Community**
6. **State of Iowa**

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***For the Third Year Review and Promotion Review***

*Other items that belong with the **TEACHING** section of the Promotion Record and will normally be separate from the CV:*

- *The candidate's Personal Statement on Teaching.*
- *Copies of course materials (e.g., syllabi, instructional Web pages, laboratory materials, etc.)*

*Other items that belong with the **SCHOLARSHIP** section of the Promotion Record and will normally be separate from the CV:*

- *The candidate's Personal Statement on Scholarship.*
- *As an appendix, copies of the candidate's published work, work in-press, and/or work accepted for publication, indicating where each has been or will be published.*
- *\*See "Checklist of Progress Toward Book Publication" for an example to follow to list information concerning book progress (add link).*

*Another item that belongs with the **SERVICE** section of the Promotion Record and will normally be separate from the CV:*

- *The candidate's Personal Statement on Service.*