

Curriculum Vitae Template for Faculty
College of Arts & Sciences
Eastern Kentucky University

Instructions

1. This form is required as part of the documentation for promotion and tenure in the College of Arts & Sciences at Eastern Kentucky University.
2. List items in each category in reverse chronological order.
3. This form is prepared for use by individuals from diverse academic disciplines and with varied types of professional activities. **Omit headings which are not applicable to you or those for which you have no entries.**
4. **Omit guidelines (instructions) in italics.**

NAME:

PHONE:

E-MAIL:

ADDRESS:

EDUCATION

List all degrees

Degree, Discipline, Institution, Date.

ACADEMIC POSITIONS

Title, Discipline, Department, Institution, Dates

OTHER POSITIONS

Position, Employer, Dates

TEACHING

List all courses taught at Eastern Kentucky University and the number of times each course has been taught since joining EKU.

Course Prefix and Number	Title	Times Taught
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RESEARCH/CREATIVE INTERESTS

List or give a brief description of the main focus area(s) of your research/creative activities).

PUBLISHED WORKS *(provide COMPLETE CITATION using standard method for your discipline or the ones given below. In either case, inclusive page numbers for journal articles should be included)*

Scholarly Books:

Author(s) in order as they appear on book. (Year). Title, City, State: Publisher.

Refereed Journal Articles:

Author(s) in order as they appear on the article. (Year). Title of article. *Journal name*, *Volume (issue)*, page numbers range.

Non-Refereed Journal Articles:

Author(s) in order as they appear on the article. (Year). Title of article. *Journal name*, *Volume (issue)*, page numbers range.

Textbooks:

Author(s) in order as they appear on book. (Year). Title. City, State: Publisher.

Edited Books:

Editor(s) in order as they appear on book. (Eds.). (Year). Title. City, State: Publisher.

Refereed Chapters in Books:

Author(s) in order as they appear on the chapter. (Year). Title of Chapter. In: names of editors (Eds.), *Title of book* (pp. range of pages of chapter). City, State: Publisher.

Non-Refereed Chapters in Books:

Author(s) in order as they appear on the chapter. (Year). Title of Chapter. In: names of editors (Eds.). *Title of book* (pp. range of pages of chapter). City, State: Publisher.

Book Reviews:

Author(s) in order as they appear on the article. (Year). [Review of the book *Title of book reviewed*, by Author of book Reviewed]. *Journal name*, *Volume (issue)*, page numbers range.

Refereed Proceedings/Transactions:

Author(s) in order as they appear on the article. (Year). Title of article. In: names of editors (Eds.). *Title of Proceedings* (pp. range of pages of article), City, State: Publisher.

Non-Refereed Proceedings/Transactions:

Author(s) in order as they appear on the article. (Year). Title of article. In: names of editors (Eds.). *Title of Proceedings* (pp. range of pages of article), City, State: Publisher.

Refereed Published Creative Works:

Author(s) in order as they appear on the article. (Year). Title. *Outlet*, Volume, page numbers range.

Non-Refereed Published Creative Works:

Author(s) in order as they appear on the article. (Year). Title. *Outlet*, Volume, page numbers range.

Other published works (e.g. lab texts, technical reports, encyclopedia entries, trade books. Provide all pertinent details as appropriate to the type of published work):

Author(s) in order as they appear. (Year). Title. Publisher, page numbers range.

PERFORMANCES, EXHIBITIONSS, PRODUCTIONS:

Indicate if performances, exhibitions, or productions were on or off campus, and indicate whether local, state, regional, national, or international. Where appropriate, indicate if performance, exhibition, or production was invited or non-invited.

Examples of roles are choreographer, composer, curator, designer, director, performer, producer, and sound engineer.

Juried Performances/Exhibitions/Productions:

Name(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State, Date. (Scope).

See example under next entry

Non-Juried Performances/Exhibitions/Productions:

Name(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State, Date. (Scope).

Example:

Richard Crosby. (Performer). Appalachian Variations. Eastern Kentucky University's Pops for Music's Sake. Richmond, KY, March 2006. (Local).

Juried Compositions/Arrangements:

Names(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State. Date. (Scope). Name of juror/reviewer.

Non-Juried Compositions/Arrangements:

Names(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State. Date. (Scope).

Juried Productions (e.g. Directed/Choreographed):

Names(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State. Date. (Scope). Name of juror/reviewer.

Non-Juried Productions (e.g. Directed/Choreographed):

Names(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State. Date. (Scope).

Juried Technical Directions (Theater):

Names(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State. Date. (Scope). Name of juror/reviewer.

Non-Juried Technical Directions (Theater):

Names(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State. Date. (Scope).

Juried Production Design (e.g. Scenery, Lighting, Costumes):

Names(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State. Date. (Scope). Name of juror/reviewer.

Non-Juried Production Design (e.g. Scenery, Lighting, Costumes):

Names(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State. Date. (Scope).

Clinics/Adjudications/Workshops:

Names(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State. Date. (Scope).

ORAL PAPERS PRESENTED/ INVITED LECTURES

Presenter(s). Title of presentation. *Title of conference/Institution*, Location. Date. Abstract/Session Number.

POSTERS PRESENTED

Presenter(s), Title of presentation. *Title of conference/Institution*, Location. Date.
Abstract/Session Number.

OTHER MEETINGS/ WORKSHOPS/ PROFESSIONAL DEVELOPMENT

Title of Meeting/Workshop/Professional Development Activity. University or
Organization, Location. Date.

GRANTS & CONTRACTS

Title of proposal. *PI*: Name of Principle Investigator. *Co-PI*: (Name(s) of CoPIs if
any). Agency. Status (i.e. funded, not funded, or under review), Amount. Dates.

STUDENT SUPERVISION (Scholarly/Creative Activities)

*List all graduate and undergraduate students and research associates who you have
supervised during the last five years.*

Name of Graduate student. Title of student's work. Dates.

Name of Undergraduate student. Title of student's work. Dates.

Name of Research associate. Title of associate's work. Dates.

INSTITUTIONAL SERVICE

If you served as committee chairperson or other leadership role, please note:

Department Committee, dates

College Committee, dates

University Committee, dates

Other institutional service, dates

SERVICE TO THE PROFESSION

*Clearly differentiate editorial positions (e.g. journal editor/associate editor) from
manuscript and proposal reviewing.*

Office in professional societies, dates

Review/editorial boards, dates

Proposal review panels, dates

Individual proposal review, dates

Manuscript reviews, dates

Consulting, dates

Other (specify), dates

PROFESSIONALLY RELATED COMMUNITY SERVICE

Service, audience, dates

PROFESSIONAL MEMBERSHIPS

Name of professional organization. Start and end dates (years) of membership.

HONORS AND AWARDS

Clearly indicate whether the award is for teaching, scholarly/creative activities, or service.

Honor, Year, Agency or Organization, Location

OTHER ACTIVITIES/ACCOMPLISHMENTS

Provide relevant details including dates.