*Revised 4-15-11*

**Appendix A**

Recommended Outline for Curriculum Vitae for Reappointment, Promotion,

and Tenure Reviews in the College of Education

[Guidelines appear in brackets.]

**CURRICULUM VITAE**

NAME

Business Address

Business Phone

E-mail

***[optional: parallel column with home address, etc.]***

**EDUCATION AND PROFESSIONAL CREDENTIALS**

Degrees Date College/University Major

***[list highest degree first]***

Licenses

**PROFESSIONAL EXPERIENCE**

***[list current/most recent first]***

Dates Institution Title/ responsibilities/nature of work

**TEACHING/CURRICULUM DEVELOPMENT**

Courses taught

Curriculum and course development

Advising/student-directed scholarship

***[where appropriate, include dissertation committees/indicating role on committee and completion date]***

**RESEARCH**

Publications ***[list according to style of most recent APA Publications Manual; list most recent publications first in each category] [in press works are included in the publications list]***

Books

Book Chapters

Articles in Refereed Journals (\* = data-based)

Invited Articles

 Other Publications

(such as curriculum guides, monographs, technical reports, training manuals, local publications,

book reviews, ERIC documents)

Technological applications

Works in progress

 Submitted/ under review

 Manuscripts in preparation

Conference Presentations ***(# = refereed presentations, \*=data-based)* [*list according to style of most recent APA Publications Manual; list most recent presentation first; indicate type of presentation, e.g., paper, poster, panel, invited address]***

National/International Presentations

State/Regional Presentations

Grants and Contracts ***[list Authors (date) Title; Funding Source: Amount]***

National Grants

State/Local Grants and Contracts

University Faculty Development Grants

**SERVICE/ OUTREACH/ ENGAGEMENT**

Service to the University

Service to the Profession

Editorial service

Professional leadership positions

Professional consultation

Service to the Community and Practitioners

Community leadership positions

Community workshops and presentations

**HONORS AND AWARDS**

**PROFESSIONAL MEMBERSHIPS**