

In addition to the sample format below, the following data will be expected in any CV sent forward:

- **Specific data should include:** the date of the last update in the top right hand corner of the CV.
- **Articles in refereed and non-refereed journals should be clearly distinguished from one another** and, preferably, listed separately with full pagination and ordered by date of publication. Books should be listed separately from articles. Publications with multiple authors should indicate the senior author, if there is one, either by a note at the beginning of the publications list (if senior author position is consistent throughout) or by an asterisk indicating the senior author in each entry.

Sample Format

CURRICULUM VITAE

Name

University Address

Telephone Number

Current Local Address

Education

Major Degree Listed First, Name of University, Year Degree Granted

Major

Thesis: Title

List Other Degrees

Employment History

Including names of employing institutions, positions held, and inclusive dates of employment.

Awards:

Honors:

Professional Memberships and Activities:

University Service:

College or Professional School Service:

Departmental Service:

Community Service:

Courses Taught:

Research Supervision:

Grant Support:

List of past and present grants received. Note whether principal investigator, contributing investigator, or other role. Include titles, funding agencies, effective dates, and total funding amounts. **Special note:** External funding entries should indicate agency, amount, dates, and, if there are multiple named investigators, which is the PI.

List of grant applications submitted and still pending.

Publications:

Separated by books, monographs, articles, reviews, films, audio and video tapes, scholarly or other pertinent publications, talks, presentations, exhibits or performances. Also indicate under a separate heading scholarly electronic publications with complete description of academic or professional nature and sponsorship of the electronic agency. Use full bibliographical style showing all authors (*with*

principal and secondary authors clearly indicated) and inclusive page numbers. Articles should be further subdivided as follows: (1) refereed journals, (2) non-refereed journals, (3) conference proceedings, and (4) contributions to books. Scholarship and exposition should be separated from writings not intended as scholarly contributions.

Recommendations:

This is a guideline only. Using discipline specific guidelines is appropriate.

For Awards submissions:

Along with the candidate's department in the employment history section of the CV, the date of appointment to the SUNY system AND appointment to highest rank attained and date of appointment to that rank.