



Instructions

Please format your information in the order listed below. If any area does not pertain to you, leave it blank.

Date

Name

Address

Telephone/e-mail address

Education: *Post-high school to present, from most recent to earliest.*

Include:

Institution

Location

Duration of study (*from year to year*)

Field of study

Degree received/anticipated and date

Also include special or short courses, significant continuing education

Licensure information/registration number

Employment and positions held: *From most recent to earliest.*

Include:

Title/position

Institution

Location

Duration (*from year to year*)

Publications: *From most recent to earliest.*

Include papers in journals, published abstracts of presentations, AV or Web-based materials published, monographs, chapters in books, and books. Also include items accepted for publication but not yet published. Cite each publication in full using APA format; e.g., journal papers: Author(s), title of paper, full name of journal, date, volume, and inclusive pagination; books: Author(s), title of book, publisher, city of publication, date.

Grant activity:

Include:

Date

Authorship/participation

Amount of funding awarded

Nature of project

Date and source

Research activity:

Include:

Date

Research role (principle investigator, data collection, etc.)

Nature of the research

Funding (external, grant, internal)

Membership in scientific/professional organizations

Positions held in scientific/professional organizations

Include:

Name of organization or society
Position(s): elected offices, committee chairmanships, committee memberships
Duration (*from year to year, most recent first*)

Consultation and advisory positions held

Include:

Title or nature
Agency
Duration (*from year to year, most recent first*)

Community activities

Include:

Title or nature (note if chairmanship is held or level of leadership)
Agency
Duration (*from year to year, most recent first*)

Scientific and professional presentations: *include those occurring within the past 3-5 years, listing most recent first.*

Include:

Title
Occasion
Date

Honors and awards

Include:

Title or nature
Awarding agency
Date

Continuing education workshops conducted/organized

Service to the university/college/school on committees/councils/commissions: *Cite memberships and chairmanships*

Include:

University-wide
School
Other schools in the university
Department
Dates

Current teaching responsibilities