

## **CURRICULUM VITAE OUTLINE (NARRATIVE VERSION)**

**Modified from a University of Colorado Faculty Handbook, the MD Anderson Web-based Faculty Information System (FIS) help function, and other sources**

### **INTRODUCTION**

The Curriculum Vitae (CV) documents a faculty member's academic qualifications and achievements, and is intended for an academic audience. The CV is continuously updated throughout a career and may be used for many purposes such as establishing an individual's *bona fides* as an expert; documenting an individual's accomplishments for the purpose of equity comparisons; part of a dossier of information for peer-review committees recommending promotion or term tenure; or as part of a job application in place of a resume.

An especially important use of a CV is in dossiers prepared in conjunction with peer reviews for retention, promotion, or term tenure. Because of the importance of such reviews, it is essential that the CV be clear, accurate and up-to-date, unambiguous, and attractive; that it conforms to accepted academic conventions and institutional standards; and that it is free of entries that might raise questions about the value or validity of any item on it.

The instructions below cover many of the conventions that pertain to CVs, with an emphasis on issues of relevance to term tenure-related reviews. NOTE: Although this document addresses many questions that may arise, it can be neither comprehensive nor definitive. Some matters may not be addressed, and there are many instances where a faculty member will need to make decisions according to particular circumstances, or by applying principles or practices suggested for similar achievements. Faculty members who have questions about how best to characterize or list some item in the CV may seek advice from senior faculty, Faculty Academic Affairs, or members of the promotion and term tenure committees.

### **GENERAL COMMENTS**

Use a single type font throughout. The body should be in a moderate type size. Use no more than two or three sizes of font in total. Choose a clean classic font in which there is considerable contrast between regular typeface, boldface, and italics. Make it dignified. Pay attention to aesthetics. Leave sufficient white space for easy reading. Use a high quality printer if distributing to others in print.

Record accomplishments in lists rather than in paragraphs and list things in chronological order.

Generally, don't mix items of several types into a single category.

Check and re-check for accuracy. Any mistake calls all other entries into question. Depending on the nature of the error, reviewers may wonder if deception was intended.

Use judgment in including items on a CV. The CV should not include the accomplishments of others, e.g., mentees. The CV should not be used to document absolutely every task performed, every aspect of work undertaken, everything written, or every occasion of speaking in front of others. Activities that may possibly be taken for granted as a part of the performance of the job, and minor items of questionable or trivial nature should be left off of the CV. As appropriate, they may be documented in another venue such the synopsis prepared for a promotion packet. Especially at the beginning of a career, it may be tempting to include every non-routine activity or accomplishment (and some routine ones), but the effect of including minor, questionable, or trivial items on a dossier is to obscure the significant entries, and even to call their value into question. Pre term-tenured faculty who are in doubt about whether to include an item should seek advice from a term-tenured colleague.

Include only accomplishments for which responsibility is unquestionable. Claiming credit for accomplishments in which involvement was slight calls other entries into question.

Acknowledge the work of co-authors, co-presenters, co-principal investigators, etc., explicitly and clearly. Failure to acknowledge joint responsibility is unethical and calls other entries into question. If you are in doubt about how, or whether, to enter any item in a CV, ask for advice as recommended above.

Use the Web-based [Faculty Information System \(FIS\)](#) to create and maintain your curriculum vitae (CV) information. For specific guidance on how and what to enter into this standard electronic format see [FIS Help](#), the Web-based help function of FIS.

## **NAME**

First, middle initial, last, and degrees in your order of preference.

## **PRESENT TITLE AND AFFILIATION**

Do not list anticipated titles or affiliations.

### **Primary Appointment(s) Dual/Joint/Adjunct Appointments**

Dual means between institutions in the UT System and joint means between departments within the institution. Adjunct is a faculty title held at another institution, generally without compensation unless approved by MD Anderson.

## **CITIZENSHIP AND VISA STATUS (if applicable)**

### **HOME ADDRESS (current)**

### **OFFICE ADDRESS (current)**

## **EDUCATION**

### **Degree-Granting Education**

List lowest degree first and in chronological order. Include: degree received, any degree honors, granting institution and location, field/discipline, and date. Include any honors received with the degree here, not under HONORS AND AWARDS. If included on the CV, the title of a thesis or dissertation belongs here, not in the publication sections of the CV. Time spent at an institution, e.g., Harvard, should not be included unless it resulted in a degree.

### **Postgraduate Training**

Training that occurs after receipt of a terminal, undergraduate, or graduate degree. Include residencies, fellowships, internships and advanced training programs in science, business or administration with a formal curriculum and a completion process or certification. List in chronological order. Include type of training, specialty, institution and location, supervisor, and start and end dates.

## **CREDENTIALS**

### **Board Certification (medical or specialty boards)**

#### **Licensure(s)**

**Active**

**Inactive**

## **EXPERIENCE/SERVICE**

### **Academic Appointments**

List all items in the FIS CV in chronological order. Include academic title (e.g., assistant professor), institution and location, and inclusive dates (years are sufficient, unless employment was very brief). A CV does not need to include a comprehensive list of all positions ever held. Of primary interest are positions held in a professional capacity. Any gaps in training or academic appointments should be explained in the accompanying synopsis when the CV is submitted as part of a promotion or term tenure application.

#### **Administrative Appointments/Responsibilities**

List in chronological order. List appointments to perform administrative duties including major special assignments such as service as interim department head, section chief or other role. Give institution and location and inclusive dates of the assignment. Do not list component parts of a single position or assignment. Do not include brief position descriptions, job synopses, lists of accomplishments, etc. Such information is appropriate to a resume, not a CV.

#### **Other Appointments/Responsibilities**

Committee activities that are outside of MD Anderson, or any appointments that do not fall under Academic Appointments or Administrative Appointments/Responsibilities. Include task forces, committees, etc., outside of MD Anderson to which you have been appointed by virtue of expertise or interest.

#### **Endowed Position**

Endowed academic chairs and professorships.

#### **Consultantships**

Consulting services provided to organizations outside MD Anderson, such as pharmaceutical companies engaged in research, or to other institutions.

The distinction between consultantships and helping patrons and colleagues can be muddy. If you were paid or reimbursed for expenses; if you submitted a formal report; if you received formal release time, took time off work, or provided services outside normal working hours, then it was probably consulting. Other activities, even if extensive, are probably more correctly thought of as helping patrons and colleagues, and do not belong on the CV.

Being sent as an organizational representative to a think tank or policy or standard-setting meeting may be consulting. It may also be considered service. Ultimately, placement may be determined by how it is clearest to list it.

Consultation on/contribution to systems design may also belong here if outside of MD Anderson.

Some volunteer work can also be considered unpaid consulting. Examples might include: assisting a school system or community project. It may also be considered service but should only be listed here if related to your disciplinary expertise.

#### **Military or Other Governmental Service**

Service in the armed services, Public Health Service, or other governmental service within or outside of the United States.

#### **Institutional Committee Activities**

Service on committees where the institution is MD Anderson only. Again, list all items in the FIS CV in chronological order. Note: Committee activities associated with other institutions should be entered under Other Appointments/ Responsibilities. Service on internal search committees may be grouped in a single entry (e.g., member or chair of numerous search committees, 1988 - date).

## **HONORS AND AWARDS**

Captures details about honors and awards bestowed upon a faculty member in recognition of high professional achievement in a particular discipline. This includes designation representing recognition of high professional achievement in a particular discipline by a college, or recognition by a granting organization, institution or society. Abbreviations, such as *FACS* or *FACR* are affixed to the faculty member's name after degrees. Faculty may receive the same honor/award for more than one year, intermittently or for a series of consecutive years. The FIS allows faculty to enter an honor/award once and enter year(s) each time the same award is received. Include the name of the honor or

award, awarding body and date(s) received. Include a brief explanation if the title is not clear enough by itself.

It is better to cite no honors than to have only something very minor in this category. Indicate honors, e.g., *summa cum laude* with the degree, not here. Do not include undergraduate scholarships and fellowships; graduate and post-graduate fellowships may be listed, especially if named. Unnamed fellowships and/or tuition waivers may be better left out.

Being chosen as a member of a select group, especially if the selection is competitive, may be included here. Include citations, for example in *Who's Who*, if you wish but peer-review committees know that some of these "who's who" style publications are not selective and including them can be seen as uninformed and as padding.

Include honorary societies such as Beta Phi Mu. Explain everything except Phi Beta Kappa. Elected offices are not HONORS AND AWARDS (even if it is an honor to have been elected). Include them under PROFESSIONAL MEMBERSHIPS/ACTIVITIES.

Being a featured or keynote speaker belongs in CONFERENCES AND SYMPOSIA.

Alternates, runner-ups, and nominations that did not result in election or selection only serve to point out that you didn't get an honor. Leave them off the CV unless it was a major award and you were publicly listed as a finalist.

## RESEARCH

### Grants and Contracts –past 5 years

#### Funded

Include the role on the grant (e.g., PI, co-investigator, project leader), effort (percent or calendar months), title, PI if not you, grant number and agency, inclusive dates (month, day, year), total direct costs and average costs per year. If the grant status is NCE, or no-cost extension, it is still considered to be funded and should appear in this section.

Include grants obtained, not grant projects by which you were employed, or to which you contributed work without being identified on the grant as a co-investigator. If you are not the PI, discuss your role on the grant in your accompanying synopsis when the CV is included in a dossier for promotion or term tenure, if not clear from the entry.

Grant proposals about which you were consulted may either be included in the consultant section (e.g., "consultant in the planning process for various proposals in the areas of ..."), but consider the appearance of that total section before deciding to include them.

#### Pending

Include only those submitted to the agency within its deadlines, not ones upon which you are working.

#### Other

This entry is a placeholder for something unusual.

#### Completed

List grants or contracts that have ended.

#### Not Funded

Grants applied for but not funded may be included, but consider the effect. Generally, if you have no grants received to cite, you may not want to list those you failed to obtain.

### Protocols (animal or human clinical research studies)

A protocol is a formal design or action plan for a clinical trial or a research study. Usually a protocol is one component of a grant. In a grant, you have stated research objectives for which an entity is going to fund you to reach those objectives. In order to accomplish your goals, you have to perform studies, animal and possibly human, and each of those studies is a protocol that is subject to rigorous oversight by IACUC and IRB (and possibly others) to make sure we treat our

animal and human subjects correctly. You can identify the difference between a grant and a protocol by the number, for instance: an MD Anderson clinical protocol number may look like this 2007-1234; a lab (or animal) protocol will have a number like 09-05-12345; and a grant, especially an NIH grant, is going to have the type of grant (R01, P01, etc.) somewhere in the number. When listing protocols, use an entry form and order similar to that for grants. It is understood that some protocols may be funded and others not. Peer-review committees understand the difference between listing an unfunded, but approved protocol and grant not-funded.

#### **Funded**

#### **Unfunded**

### **Patents and Technology Licenses**

#### **Patents (filed, pending, issued, abandoned, expired)**

Include title, patent holder, application number or patent number, date filed or issued, expiration date, inventors, country, and status. If your role is not clear, describe it in your synopsis if the CV is part of a promotion or term tenure dossier. The patent holder for all patents issued to MDACC inventors is 'Board of Regents, The University of Texas System.'

#### **Technology Licenses (executed, terminated)**

Include title or description, licensee, licensor, license number, and execution and termination dates.

### **Grant Reviewer/Service on Study Sections**

Include study section or grant review title, organization, your role and any needed description, and the start and end dates.

## **PUBLICATIONS (published or in-press)**

### **General Comments**

According to the institutional standard, only in-press and published manuscripts will be included in the Institutional CV used for such purposes as promotion and term tenure review committees. Important: for appraisal and/or committee review, the CV publications must be presented in standard ascending date order. Submitted manuscripts are permitted in the Comprehensive CV and that version can be created in the FIS as well.

Work in progress may include works submitted, under contract or in press. Publications with signed contracts or the status of being in press can be included in the CV. Papers being prepared or submitted and research in progress may be included at the discretion of the individual in the synopsis, not listed in the CV. Work in progress does not include "things you are considering." Whatever is included, make its status clear with an explanatory phrase.

For items not yet published, make the publication status clear. Some examples of how to describe various in progress stages include:

- "Title" *Journal* (in-press). The item has been accepted, all editing has been completed.
- "Title" *Journal* (in-press, anticipated [date]). The item has been accepted; the editor has told you when it will likely be published.
- "Title" *Journal* (accepted). The item has been accepted; it may still be under revision; anticipated publication date has not been set.
- "Title" (under contract with [Publisher]). You have a contract with a publisher to write a book that they will publish. The book is in preparation.
- "Title" (completed; under contract with [Publisher]). A publisher has agreed to publish your completed book.

Give the URL or other electronic address for papers published electronically that are accessible under their own address.

When the CV accompanies a dossier for a peer-review committee, don't editorialize on the importance of items. If an item was "highly influential" or "the first significant work on the topic," bring it out in the synopsis, letter of application, or some other mechanism appropriate to the situation.

Items that appear in two forms (reprinted, anthologized, etc.) can either be listed separately for each occurrence, or in a single entry with all manifestations indicated together. Consider clarity, aesthetics, impact, and whether it looks padded.

Electronic publications should not be segregated merely because of format. Assess what kind of print publication the electronic publications are most closely analogous to, and include them in that category.

### **Peer-Reviewed Original Research Articles**

Publications of invited original reviews which are peer-reviewed reviews or peer-reviewed book chapters should be placed in their respective categories and not in this section. List articles in chronological order and include all authors (last name first), article title, journal name, volume/issue, inclusive page numbers, and date of publication. It is possible to annotate the FIS entries with notations about journal impact factor, citation score, information about your contribution if not as senior or corresponding author, and identifications of mentees. Articles of mentees in which you are not an author shouldn't be listed here. If authorship is corporate, briefly indicate your role (e.g., "Shared responsibility as member of the committee that wrote the standard"). Briefly explain the nature of contribution where it is not obvious (e.g., "provided data analysis").

Do not include in preparation and submitted articles here; those may be discussed in your synopsis document when submitting the CV as part of a promotion or term tenure dossier. Only in-press and published articles should be included here. Journals with editorial advisory boards (not "editorial policy committees") can be considered refereed. Not all items that appear in refereed journals are themselves refereed. Reports or summaries of meetings, even if they appear in refereed journals, are not refereed, nor do they represent personal scholarly work. Such publications should be listed under Other Publications.

### **Invited Articles**

Articles submitted and published by invitation only. Review articles belong here. Do not include reviews in the Peer-Reviewed Original Research Articles section even if the journal is refereed. Being invited to write something is an indication of stature but don't invite confusion with original research articles as this may be seen as an attempt at padding.

Standards are works that govern practice or policy for a segment of the profession. They are usually created under the auspices of an organization, and normally involve shared authorship. Standards may be listed under Invited Articles, Books or Book Chapters or Other Articles as appropriate to the publication mechanism.

### **Editorials**

An article giving opinions or perspectives.

### **Other Articles**

Articles published in newspapers, lay journals/publications, trade journals, magazines, or public policy outlets and that are related to your discipline or profession.

### **Abstracts (past five years)**

Because abstracts may ultimately result in a publication, presentation, or both, there is a question of the most appropriate category in which to enter an abstract, i.e., Publications or Conferences and Symposia. Proper placement is shown in the matrix that follows.

<b>Placement of Abstracts in FIS</b>		
Scenario	Create an entry under Abstracts in Publications	Create an entry in Conferences & Symposia
An abstract results in a proceedings publication only	Yes	No
An abstract results in an oral or poster presentation only	No	Yes
An abstract results in both a proceedings publication and oral presentation	Yes	Yes

**Book Chapters**

Encyclopedia and yearbook entries may be included here. If encyclopedia entries are minor, consider putting them under Other Publications. Note that Wikipedia entries, since they are not subject to editorial or peer review before publication, are best left off the CV. Electronic publications that are analogous to chapters are generally included here. If an electronic item does not have the authority of formal external peer or editorial review, include it under Other Publications.

**Books (edited and written)**

Includes textual print or non-print publications issued as monographs, including conference proceedings (if you are editor), and dissertations rewritten for publication as books. Can also include sizeable pamphlets or booklets but use caution. If something is included here that ought to have been considered Other Publications, it will detract from the importance of items that belong here, and it will look as if the CV is being padded. Include books, conference proceedings, etc., that you edited. Include books under contract, with the notation "(under contract)." Alternatively, include them in your synopsis as items in progress when the CV is submitted as part of a promotion or term tenure dossier.

**Letters to the Editor**

Published letters, frequently in response to a publication, such as a book or journal article.

**Manuals, Teaching Aids, Other Teaching Publications**

Includes multi-media, such as e-publications, audio and video cassettes, CDs, and slides. If included here, make it clear whether the item is in-house, e.g., "(instructional manual for new staff)" or an external item.

**Other Publications**

This category accommodates information that doesn't logically fit under any of the standard publication types, such as media appearances and presentations, e.g., phone, radio and television interviews, internet appearances, webcasts, and video conferences. Items in popular press and/or items unrelated to your discipline or another relevant academic discipline may be included in this category; however, minor or marginal items may be left off the CV entirely if they add nothing to your academic/professional record.

Other publications could also include pamphlets, brochures, minor exhibit catalogs, or brief monographs. It could include, brief columns, FAQs, blogs, etc., but use caution and judgment in including any such items on the CV, considering the purpose, impact, level of effort, relation to other work, etc. In-house publications, if listed on the CV, may be included in this category. It may also include technical reports.

Internal or in-house publications include those internal to department, as well as those internal to the University. These may include items such as instructional manuals, Web pages, subject guides, finding guides, whitepapers, etc. If substantial, they may be important enough to list, especially if they are accessible on the Web.

List internal publications cautiously. Inclusion of minor internal publications may be viewed as padding, and may suggest that the individual is incapable of distinguishing between important/scholarly work and minor/non-scholarly work. If the CV includes substantive external publications, consider not including any in-house or internal items at all.

Works that may be worth including include those that are leading toward or contributing to published scholarly work, or those that may have been reviewed, cited, or linked to by people outside the institution. As the CV grows during an individual's career, it may be advisable to revisit any internal publications listed, and to remove all but those that are most significant.

Computer programs may be placed here if published. Note that unpublished programs for in-house use are subject to the same cautions as any other in-house publication. If work on a committee or individual expertise has contributed in a direct and significant way to design of an automated system, it may belong on the CV. Consider carefully the nature of participation; how

closely the work is linked to regular job responsibilities in deciding whether to include it at all; or whether it belongs somewhere under Publications, Consultantships, or Institutional Committee Activities.

Contributions to discussions on electronic lists do not belong on a CV, even if they have been cited. Such contributions are considered correspondence. Exceptions may be made for contributions that are formatted as for a formal paper. If your contributions are cited, you may choose to bring this out in your synopsis if the CV accompanies a promotion or term tenure dossier.

## **EDITORIAL AND REVIEW ACTIVITIES**

### **Editor/Service on Editorial Board(s)**

If editorship arises from an office or appointment, list the editorial work here. Include role/position in carrying out the duties, the journal and publisher and the start and end dates.

### **Member of Editorial Review Board**

Include role/position in carrying out the duties, the journal and publisher and the start and end dates.

### **Journal Reviewer**

Include the journals and start and end dates or leave the end date open if regular and continuing.

### **Other Editorial and Review Activities**

Include columns edited, issues edited, and works for which you may have been an "editorial consultant." Books, etc., for which you were the editor belong under BOOKS, not here. Electronic List Owner or Moderator for job-related lists may be listed here or under PROFESSIONAL MEMBERSHIPS/ACTIVITIES. Even if listed here, it will be considered service rather than scholarly work. It may be left off the CV entirely.

Service as webmaster for a non-internal Web site may be listed here if the work is mainly editorial in nature. If the work is more scholarly, involving research, analysis, etc., and contributing to substantial content, it may be more appropriate to list the activity under PUBLICATIONS.

## **TEACHING**

### **General Comments**

When listing teaching activities performed as a part of the regular assignment, do not list each presentation separately; group them together.

When listing teaching activities for a particular course, list all activities/presentations for a single course together. Do not make separate entries for each semester, but specify the semesters involved in a single entry. If you serve as an "online guest lecturer" or an "online mentor" in connection with professional education, list it under TEACHING.

### **Within Current Institution**

#### **Formal Teaching**

##### **Courses Taught**

Didactic courses taught within the current Institution.

##### **Training Programs**

Educational training programs conducted within or outside the current institution.

##### **Other Formal Teaching**

Any formal teaching that does not fit the criteria of the two types described above. Grand Rounds presentations may be included here.

#### **Supervisory Teaching**

##### **Committees**

##### **Advisory Committees**

Ensures completion of course requirements and approves thesis or dissertation topic.

##### **Supervisory Committees**

Oversees thesis or dissertation research and approves thesis or dissertation.

**Examining Committees**

Conducts the Ph.D. candidacy examination.

**Direct Supervision**

Supervision of students by type of student.

**Undergraduate and Allied Health Students**

**Medical Students**

**Graduate Students**

**Postdoctoral Research Fellows**

**Clinical Residents and Fellows**

**Other Supervisory Teaching**

**Teaching Outside of Current Institution**

**Formal Teaching**

**Courses Taught**

Didactic courses taught outside the current Institution.

**Training Programs**

Educational training programs conducted within or outside the current institution.

**Other Formal Teaching**

Any formal teaching that does not fit the criteria of the two types described above.

Grand Rounds presentations may be included here.

**Supervisory Teaching**

**Committees**

**Advisory Committees**

Ensures completion of course requirements and approves thesis or dissertation topic.

**Supervisory Committees**

Oversees thesis or dissertation research and approves thesis or dissertation.

**Examining Committees**

Conducts the Ph.D. candidacy examination.

**Direct Supervision**

**Undergraduate and Allied Health Students**

**Medical Students**

**Graduate Students**

**Postdoctoral Research Fellows**

**Clinical Residents and Fellows**

**Other Supervisory Teaching**

**CONFERENCES AND SYMPOSIA**

**General Comments**

Vary the title somewhat between a presentation and the publication that arises from a reworking of the presentation. Rarely are the presentation and publication identical, but if the titles are the same, a reviewer might think that the two entries represented exactly the same work.

Indicate "(refereed)," "(invited)," "(keynote)," etc., as appropriate. If participation is more substantial than it might appear, specify it. (e.g., "Read paper, participated in panels, and responded to questions as "headliner" for two-day seminar"). Include panel presentations, but make nature of the contribution clear (e.g., "panelist for [name/topic of panel]," "respondent to keynote speaker"). Include Moderator here only if the role was substantial. Introductions, even if well done, are not scholarly work. Include Organizer here only if the contribution is large-scale. If you envisioned, created and organized a 2-day workshop, include it here.

Other presentations made internally should be included only when they are substantial. If such presentations are listed early in your career, they should be removed or treated as a group (e.g., "Minor presentations to X, Y, and Z") as the CV grows.

Minor presentations made to high school classes or community organizations belong here only if substantive/scholarly. Most are more properly listed as service, in Unique Activities, or not at all.

#### **Organization of Conferences/Symposia (Include chairing session)**

Examples include: Member, Program Committee; Member, Arrangement Committee; Moderator, Scientific Session; Poster Walk with the Professor; Chair, Scientific Panel Session

#### **Presentations at National or International Conferences**

National/International refers not to the location of the conference but the sponsor, e.g., American Society of Clinical Oncology is a National Conference even though the conference might be held locally. Because abstracts may ultimately result in a publication, presentation, or both, there is a question of the most appropriate category in which to enter an abstract, i.e., Publications or Conferences and Symposia. Proper placement is shown in the matrix that follows.

<b>Placement of Abstracts in FIS</b>		
<b>Scenario</b>	<b>Create an entry under Abstracts in Publications</b>	<b>Create an entry in Conferences &amp; Symposia</b>
An abstract results in a proceedings publication only	Yes	No
An abstract results in an oral presentation only	No	Yes
An abstract results in both a proceedings publication and oral presentation	Yes	Yes

#### **Invited**

A national or international conference has invited you to give a platform, panel or workshop presentation. Being invited to submit an abstract should not be included here.

#### **Other, Including Scientific Exhibitions**

Poster Sessions may be included here.

#### **Seminar Invitations from Other Institutions**

Seminars which you were invited to give and for which you are receiving travel reimbursement and, often, an honorarium.

#### **Lectureships and Visiting Professorships**

Only named lectureships and visiting professorships should be included here.

#### **Other Presentations at State and Local Conferences**

Here you can include presentations at conferences sponsored by MD Anderson or others within the State or locally.

### **PROFESSIONAL MEMBERSHIPS/ACTIVITIES**

#### **General Comments**

Faculty may hold a professional membership for more than one year, intermittently or for a series of consecutive years. The FIS allows faculty to enter a professional membership once and enter year(s) and role/office each time the same professional membership is renewed. Include offices and assignments to which you are appointed or elected.

Do not include simple meeting attendance here or anywhere on the CV. Include parent body, sub-body(s) (if any) and committee, role, and dates. Do not put your role first, because it distracts the reviewer and makes identification of the body harder.

Generally, unless it is necessary for clarity, specify your role only when it is other than "member." Listing a committee implies membership. Specifying "member" everywhere it applies makes the instances of greater responsibility (e.g., Chair or Secretary) stand out less.

Note service as Chair, Secretary, etc., and make it clear to what years it applies.

Spell out names of organizations the first time they appear. Not everyone knows the abbreviations.

Provide inclusive dates of appointment or elected service. Note (elected) where appropriate. If a single election encompassed more than one office (e.g., Vice-Chair/Elect and Chair), list each office separately. List Subcommittees or Task Forces on which you served even if you served simultaneously on the parent committee.

Do not list year-by-year. The list of services should focus on the offices and appointments held, not the yearly schedule. (e.g., an appointment held from 2000 to 2004 should appear only once as XX Committee, 2000-04). A yearly listing makes it difficult to identify actual service and irritates reviewers.

If a committee on which you served published something and you had a hand in it, list membership here, and include the item in your bibliography, noting shared responsibility for it.

### **Professional Society Activities, with Offices Held**

#### **General Comments**

This category is for memberships achieved through paying a fee, checking a box, or just indicating a desire to belong. List organization and type of membership or office held and inclusive dates. Spell out names of organizations at first use. Include only current memberships.

Membership achieved through nomination, selection, election, accreditation, etc., belongs under HONORS.

Leave out memberships to non-professional or non-academic organizations, even if they reflect deeply held beliefs (e.g., Amnesty International, National Organization for Women, Sierra Club), unless they relate in a specific way to your work.

#### **National and International**

#### **Local/state**

### **UNIQUE ACTIVITIES**

#### **General Comments**

This section provides a means to enter information that isn't a logical fit under any of the standard categories. Creative and scholarly work and public activities supporting the institution or the discipline that do not clearly belong in other categories may be included here. Hobbies or creative activities not related to your position or discipline are best not included. Examples that might be listed here include video or films prepared, photography, exhibits organized or prepared. If you serve as webmaster for a non-internal Web site, and your contribution is primarily creative or scholarly, you may list it here.

Don't include mere public/community service membership, unless held by invitation or election.

Include items of substance, preferably those relevant to the academic enterprise and University outreach. Assistance at other organizations, tutoring, service on high school advising panels, etc., may be relevant.

Service on a citizen's advisory board, such as an environmental task force, a block grant award committee, etc., may be relevant.

Being treasurer for your child's softball team, secretary of the local gun club, or member of your church choir are probably best left off unless the CV is extensive enough that their addition is obviously a throwaway.

Consider the appearance of the total section as related to the remainder of the CV before including any item in this section.

**DATE OF LAST CV UPDATE:** auto-populated by FIS and appears on last page