

Name (14pt-16pt font)

City, ST | Professional Email Address | Phone Number | Portfolio, Website or LinkedIn Address (Optional)

Areas of Specialization or Competence (Optional)

EDUCATION

List all degrees, years at each institution, and post-doc training

Institution

City, State

Doctor of Philosophy (PhD) in Degree

Month and Year Received/Expected

Dissertation (if applicable)

Institution

City, State

Master of Science (MS)/Art (MA) in Degree

Month and Year Received/Expected

Thesis (if applicable)

Institution

City, State/Country

Bachelor of Science (BS)/Art (BA) in Degree

Month and Year Received

Minor/Emphasis

GPA:X.XX/4.00

PROFESSIONAL EXPERIENCE

List all titles, institutions, dates in reverse chronological order

Name of Company/Institution

City, State

Your Role (Job Title)

Month and Year Range

REFEREED PUBLICATIONS, GALLERIES, PERFORMANCES, ETC.

These could include refereed journal articles, books and book chapters, as well as published encyclopedia entries and reviews (books, articles, plays, other creative works).

*Note: The words "in press" are strictly confined to those where the author has received a letter from the journal editor indicating that the paper has been accepted for publication or that the paper has been accepted for publication with minor revisions. Otherwise, the author should clarify the stage the publication was in when the vita was saved and save them under a separate category.

- Ex. "in preparation" (for publications yet to be submitted), "under review" or "publication submitted" (for publications undergoing an initial review), "revise and resubmit" if the author has received a letter from the editor that the author may wish to revise and resubmit the article for consideration.

Categories will depend on discipline. Galleries and performances included in this section should be in reverse chronological order and only include those where peer review or screening was involved.

- Author names should be listed as they appear in publication including volume number, issue number if appropriate, and page numbers.
- Consider putting a * next to student co-authors and indicate as such with the following in the heading.
 - Ex. "Refereed Publications - student co-authors are starred"
- Consider putting bullet notes under publications that have a unique impact like being profiled in a news outlet or media source, won an award, or cited in someone's professional blog or podcast.
 - Ex. "Featured in Science News" with a link to the story under the publication citation.

NON-REFEREED PUBLICATIONS, GALLERIES, PERFORMANCES, AND OTHER OUTPUTS

- List in reverse chronology and include meeting abstracts, proceedings, technical reports, workshops, popular articles, websites, blogs, social media, and podcasts, or other galleries and performances.
- Provide authors' names, year, and links if appropriate.

SCHOLARSHIP OF ENGAGEMENT: COMMUNITY OR OTHER PARTNERSHIP ACTIVITIES AND IMPACTS

List all project/partnership titles, organizations, dates in reverse chronological order.

Name of Organization/Agency/School, etc.

City, State

Project Name and Your Role

Month and Year Range

- Provide information on team names and the goal or name of the initiative/project.
- Include details of activity and/or impact on community of interest. This can be in short narrative form or with bullet points.
 - Ex. community advisory board meetings, procedures or policy, training materials, courses, guides, toolkits, workshops, films, citizen science data, reports, jobs added, sales increased, gaps closed, etc.
- When possible, note how the work was shared and how it is accessible to others.

TECHNOLOGY TRANSFER

List in reverse chronology the inventor names, title, date, and phases of the filing, disclosure, licensing, financial return. This can be formatted as a narrative or bullet points.

Title

Date

Inventor Names

- Provide information on patents, copyright, and license discoveries.
 - This includes technologies used in hardware and software inventions.
- Provide information on product development with businesses, entrepreneurs, and startups.

PUBLICATIONS/CREATIVE WORKS SUBMITTED

List in reverse chronological order and indicate whether papers are under review, being revised, or under second review.

- Cite journal, and submission date. Indicate scheduled galleries and performances.

INVITED PRESENTATIONS

List in reverse chronological order with name of organization.

- Include any invited symposiums, colloquiums, panels, local talks or other speaking invitations.

PROFESSIONAL PRESENTATIONS AT CONFERENCE MEETINGS AND SEMINARS PRESENTED

List in reverse chronological order with authors and name of organization.

GRANT ACTIVITY

List the amount, date, agency, title of grant, and the role of author.

- List proposals submitted; indicate status e.g., denied, under review, pending.
- Consider separate sections for "funded external grants and internal grants", "grant activity" for unfunded submissions and "pending" for those under review.
- Use this section for other indicators of the quality of your scholarly and creative work that might not fit elsewhere.
 - Ex. Citations of papers, reviews of your works, purchases of your works by museums, reviewer of other peoples' scholarly work, etc.

COURSES TAUGHT

Indicate title of course, course level – undergraduate vs graduate, and number of times taught (optional).

STUDENT SUPERVISION

Indicate any student supervision activities. Include name of the student and their role with you e.g., research assistant.

RECOGNITIONS / HONORS AND AWARDS

Name of Honor or Award

Year Awarded

PROFESSIONAL ORGANIZATIONS MEMBERSHIPS

Organization Name, Your Role (if applicable)

Month and Year Range

ACADEMIC SERVICE/SERVICE AND LEADERSHIP

- List department, college/school/library, and university committees and activities.
- Can also include chairing or serving on community organizations and board memberships; state, regional and national government agencies; accreditation and program review site visits; committees of professional societies or associations; session chair/organizer at professional meetings; consulting.