

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.

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.

In addition, the following data will be expected in any CV sent forward for SUNY awards:

- **Specific data should include:** the date of the last update, the candidate's department, the date of appointment to the SUNY system AND appointment to highest rank attained and date of appointment to that rank.
- **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. External funding entries should indicate agency, amount, dates, and, if there are multiple named investigators, which is the PI.