

## SECTION 4: CURRICULUM VITAE AND LIST OF COLLABORATORS

*Prepared by SBS Faculty Affairs for faculty in the College of Social and Behavioral Sciences*

*A handy template for the construction of your promotion CV – with a few pre-emptive notes:*

### About formatting:

1. No minimum or maximum length, but **number the pages** please
2. Must have at least 1" margins and font no smaller than 11 pt. Feel free to use your favorite font unless your favorite is comic sans. In that case, choose someone else's favorite.
3. Headings and subheadings should be in the order indicated on the CV template and aesthetically consistent. Aim for consistency in use of commas vs periods, indentations, font sizes, font color, etc. You are welcome to add headers or subheaders if needed where appropriate.
4. The CV may either be reverse chronological (**far more common**) or chronological.
5. Finally, a word of caution about formatting based on what people in your unit have done before: formatting requirements can **change**.

### About content:

6. Please list entries in *only one spot* on the CV; duplicate entries can be confusing.
7. Put an asterisk on the far left of any entry based largely on work completed in graduate school (and then add a key so people outside the UA know what the asterisk means)
8. You're welcome to create a symbol to indicate when a co-author is a student (just don't use an asterisk since that has a specific meaning at the UA – see above)
9. If you are one of many co-authors, consider **bolding** your name in the list so we can find you easily
10. Pay attention to which sections are **limited to time in rank**.
11. Provide English translations for publications in other languages.
12. Distinguish peer-reviewed publications from proceedings and other publications, and invited presentations from submitted presentations.
13. We typically see *very little* narrative in these – it's mostly lists. If there is anything that you feel merits additional context, a line or two of narrative can be ok. Anything longer should probably be integrated into the personal statement or elsewhere in the dossier.
14. **About teaching:** your "teaching CV," as it were, will go in Section 6 of the dossier and will include a list of all courses taught, graduate students advised, etc. The focus of the CV in Section 4 is research and service.

## CURRICULUM VITAE

Name

Title *lead with your tenure home, then feel free to add affiliations*

Phone Number and Email Address

### ***Chronology of Education***

All colleges and universities attended, including degrees and dates awarded

Title of doctoral dissertation/master's thesis and name of director/advisor

Major field(s)

X:

**2014 Ph.D., Sociology, University of Arizona, Tucson, Arizona, United States**

**Dissertation:** My Perennial Question: Why is There Always a Colon?

**Advisors:** Pera Perić, Max Mustermann, Yamada Tarō (Chair).

**Major fields:** Sociology, Critical Theory

**2010 M.A., Political Science, University of Somewhere Else, City, Country**

**Thesis:** Something Mindblowing That Took 3 Years I'm Not Getting Back

**Advisors:**

**Major fields:** as accurate

### ***Chronology of Employment***

#### ***Honors and Awards***

#### ***Service/Outreach (limited to period in current rank)***

Local/State Outreach

National/International Outreach

Departmental Committee(s)

College Committee(s)

University Committee(s)

Other Committees (Internal or External)

#### ***Publications/Creative Activity (Published or Accepted in Chronological Order)***

Scholarly books and monographs (distinguish scholarly works vs. textbooks)

Chapters in scholarly books and monographs

Refereed journal articles, published or accepted in final form

Other peer-reviewed publication

#### ***Work in Progress***

This varies by discipline, but certainly anything not yet submitted for review, anything under review, and usually also anything for which you've got a revise & resubmit should go here. Mind to be clear what the work is (journal article, book chapter, etc).

**Media**

Performances  
Exhibits  
Shows  
Videotapes

**Conferences/Scholarly Presentations (limited to period in current rank or last five years in current rank)**

Distinguish invited from submitted presentations

Colloquia  
Seminars  
Symposia  
Conferences

**Awarded Grants and Contracts (Limit to period in current rank or last five-years in current rank.)**

Mind to include role (PI or co-PI), source, amount, and your percentage of effort.

Federal  
State  
Industry  
Private Foundation

**List of Collaborators and their Organizational Affiliations**

1. Please list all collaborators in **alphabetical order**. Some faculty also include the collaborator's institutional or professional affiliation and that's a nice touch.
2. The UA follows NSF guidelines to ensure impartiality; collaborators therefore include all who have co-authored books, articles, peer-reviewed reports, abstracts, papers or grant proposals in the 60 months preceding the dossier review.
3. Others to include with whom there may be a conflict of interest:
  - a. Anyone who has done significant mentoring (i.e., list your Graduate, Postdoctoral, and/or Thesis Advisors or Sponsors)
  - b. An ongoing or past romantic relationship or family relationship that you think might produce a conflict of interest if the person was contacted to be an evaluator.