***IUPUI CURRICULUM VITAE* FORMAT  
FOR PROMOTION AND TENURE DOSSIERS**

**PREAMBLE:** For School of Medicine faculty, all entries should be listed in chronological order with the most recent entries listed last. For tenure and promotion dossiers, the candidate’s complete career history should be included. In rank activities and accomplishments should be indicated by using an asterisk \*. Omit headings that do not apply to your career. If you have additional categories, place them in the most logical area, consistent with this vitae format. Adherence to the following format will foster consistency as well as facilitate effective and efficient dossier review. The cv is not required to be in tabbed or tabled format as long as all the information is provided in the correct order.

**NAME AND CONTACT INFORMATION**

**EDUCATION:**

POSTDOCTORAL

Institution Degree Date Awarded

GRADUATE

Institution Degree Date Awarded

UNDERGRADUATE

Institution Degree Date Awarded

**FURTHER EDUCATION:** (Advanced and Specialty Training, Fellowships, Institutes)

Institution Credential Date Awarded

**APPOINTMENTS:**

ACADEMIC (i.e. academic appointments, including academic administrative roles)

Institution Rank/Title Inclusive Dates

NON-ACADEMIC (i.e. administrative, hospital or corporate appointments, consultantships)

Institution/Entity Title Inclusive Dates

**LICENSURE, CERTIFICATION, SPECIALTY BOARD STATUS** (as applicable for discipline):

Credential Number Inclusive Dates

**PROFESSIONAL ORGANIZATION MEMBERSHIPS:**

Organization Inclusive Dates

**PROFESSIONAL HONORS AND AWARDS:**

TEACHING

Award Name Granted By Date Awarded

RESEARCH

Award Name Granted By Date Awarded

SERVICE

Award Name Granted By Date Awarded

OVERALL/OTHER

Award Name Granted By Date Awarded

**PROFESSIONAL DEVELOPMENT:** List courses, workshops or training programs attended to enhance your performance in any area of academic work.

Course/Workshop Title Provider Date

**LIBRARIAN PERFORMANCE:**

Provide a composite description of your professional experience and activities in your current position at IUPUI and, where applicable, prior to coming to IUPUI.

**TEACHING:**

TEACHING ASSIGNMENTS: List the course number, brief title, format (i.e. lecture, lab, clinic, online); your role (course director, lecturer), year and term, enrollment and other information that specifically pertains to your discipline (i.e. contact hours, hours of lab instruction, time instructing students on wards or clinics, course-related advising.) Mean teaching evaluation scores may be included.

UNDERGRADUATE

Course # Short Title Format Role Term Enrollment

GRADUATE

Course # Short Title Format Role Term Enrollment

POSTGRADUATE

Course # Short Title Format Role Term Enrollment

CONTINUING EDUCATION

Course # Short Title Format Role Term Enrollment

**MENTORING:** List mentoring activities that pertain to your discipline such as thesis or advisory committees, students on research rotations, postdoctoral fellows and visiting scholars, advisor to graduating students, mentor for peer and self-assessment review, faculty mentoring committees. Name the individual, identify your role and provide inclusive dates.

Individual Role Inclusive Dates

**TEACHING ADMINISTRATION AND CURRICULUM DEVELOPMENT:** List activities focused on enhancing the teaching and learning environment.

**GRANTS/FELLOWSHIPS IN TEACHING:** Organize grants to differentiate active from pending/under review. Include your history of past grant support. If a record of effort to obtain funding is expected in your discipline and/or rank, include proposal submitted but not funded.

ACTIVE TEACHING GRANTS/FELLOWSHIPS

Title Granting Agency Role % Effort Amount Dates

COMPLETED TEACHING GRANTS/FELLOWSHIPS

Title Granting Agency Role % Effort Amount Dates

PENDING TEACHING GRANTS AND FELLOWSHIPS

Title Granting Agency Role % Effort Amount Dates

SUBMITTED BUT NOT FUNDED TEACHING GRANTS/FELLOWSHIPS

Title Granting Agency Role % Effort Amount Dates

INVITED PRESENTATIONS – TEACHING

LOCAL

Title Organization Date

REGIONAL

Title Organization Date

NATIONAL

Title Organization Date

INTERNATIONAL

Title Organization Date

**RESEARCH/CREATIVE ACTIVITY:**

**GRANTS/FELLOWSHIPS IN RESEARCH:** Organize grants to differentiate active from pending/under review. Include your history of past grant support. If a record of effort to obtain funding is expected in your discipline and/or rank, include proposal submitted but not funded.

ACTIVE RESEARCH GRANTS/FELLOWSHIPS

Title Granting Agency Role % Effort Amount Dates

COMPLETED RESEARCH GRANTS/FELLOWSHIPS

Title Granting Agency Role % Effort Amount Dates

PENDING RESEARCH GRANTS AND FELLOWSHIPS

Title Granting Agency Role % Effort Amount Dates

SUBMITTED BUT NOT FUNDED RESEARCH GRANTS/FELLOWSHIPS

Title Granting Agency Role % Effort Amount Dates

INVITED PRESENTATIONS – RESEARCH

LOCAL

Title Organization Date

REGIONAL

Title Organization Date

NATIONAL

Title Organization Date

INTERNATIONAL

Title Organization Date

**SERVICE:**

Distinguish between service to the University and service to your professional discipline. If a service activity spans academic levels (i.e. Department, School, Campus, University) list it once. Identify your role in leadership (i.e. member, co-chair, chair).

UNIVERSITY SERVICE:

DEPARTMENT

Activity Role Inclusive Dates

SCHOOL

Activity Role Inclusive Dates

CAMPUS

Activity Role Inclusive Dates

UNIVERSITY

Activity Role Inclusive Dates

PROFESSIONAL SERVICE:

LOCAL

Organization Activity Inclusive Dates

REGIONAL

Organization Activity Inclusive Dates

NATIONAL

Organization Activity Inclusive Dates

INTERNATIONAL

Organization Activity Inclusive Dates

**PATIENT CARE/CLINICAL SERVICE:** List activities in service to patients, indicating position, clinical venue and inclusive dates. Include role in administrative, organizational and team activities that improve the environment for clinical care. If the activities extend beyond the local level, indicate the sphere or extent of impact (i.e. regional, national, international).

**GRANTS/FELLOWSHIPS IN SERVICE:** Organize grants to differentiate active from pending/under review. Include your history of past grant support. If a record of effort to obtain funding is expected in your discipline and/or rank, include proposal submitted but not funded.

ACTIVE SERVICE GRANTS/FELLOWSHIPS

Title Granting Agency Role % Effort Amount Dates

COMPLETED SERVICE GRANTS/FELLOWSHIPS

Title Granting Agency Role % Effort Amount Dates

PENDING SERVICE GRANTS AND FELLOWSHIPS

Title Granting Agency Role % Effort Amount Dates

SUBMITTED BUT NOT FUNDED SERVICE GRANTS/FELLOWSHIPS

Title Granting Agency Role % Effort Amount Dates

INVITED PRESENTATIONS – SERVICE

LOCAL

Title Organization Date

REGIONAL

Title Organization Date

NATIONAL

Title Organization Date

INTERNATIONAL

Title Organization Date

**PUBLICATIONS:** List all publications in a format consistent with your disciplinary style standards (e.g. APA), listing all authors in the order in which they appear in the publication. **Bold your name in citations where multiple authors are listed.** All works must be retrievable. Sort publications by the following categories: Teaching, Research/Creative Activity, Service and also by refereed and non-refereed. Separate articles, proceedings papers, books, book chapters, invited reviews, letters to the editor, editorials, book reviews, invited commentaries and abstracts (including professional standards, protocols, software, multimedia presentations, films or videos and other scholarly/creative works designed for electronic technologies). **Mark in-rank publications with an asterisk \* and those as a mentor with a dagger †.** The nature and extent of the your contribution should be presented in the candidate’s statement or in the documentation of teaching, research/creative activity or service and not in the CV. List only works that are published, accepted or “in-press.” Work submitted, under editorial review or in preparation should not be listed but rather may be reported in the candidate’s statement. Candidates for the Three-Year Review and for promotion to Associate Professor should briefly annotate entries to explain the nature and extent of their contribution. If additional explanatory information is needed, include this in an appendix to the dossier.

TEACHING

Refereed

Non-refereed

RESEARCH/CREATIVE ACTIVITY

Refereed

Non-refereed

SERVICE

Refereed

Non-refereed

|  |  |
| --- | --- |
| (Date) | (Signature of Candidate) |