

EXAMPLE CV OUTLINE: If you do not have a preferred format for CV in your school or department, this example format may help you to organize your CV. Some of the categories may not be relevant or may need to be adapted to your discipline. Please help the Center for Faculty Professional Development by informing us of any omissions that should be added to this example outline. Adapt the example to best present your own accomplishments. For instance, omit categories that are not relevant to your discipline or where you have accomplished no work.

(Put your name in the Header)

Date Prepared:

Your Name:

Your Current Title & Department:

EDUCATION

<u>Dates</u> <u>Attended</u>	<u>Institution & Location</u>	<u>Degrees conferred</u> <u>Title or status</u>	<u>Major</u> <u>Subject</u>
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PROFESSIONAL LICENSES, CERTIFICATIONS, ETC.

<u>Dates effective</u>	<u>Title of certification or license</u>
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PRINCIPAL POSITIONS HELD

<u>Dates Held</u>	<u>Agency/University, Location, and your Title(s)</u>
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(Begin with your most recent and list backwards)

HONORS AND AWARDS

Some example of what you might list here: Teaching or service awards, memberships/appointments to honorary societies, fellowships, visiting scholar appointments, honors from professional organizations

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

<u>Dates of membership</u>	<u>Name of organization</u>
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I. SCHOLARSHIP

You may want to begin with a paragraph or two summarizing your work to date.

PUBLICATIONS

ORIGINAL JOURNAL ARTICLES (Peer Reviewed)

List publications backwards from the most recent. Be consistent in the format and it is often customary to underline your name in the reference.

OTHER JOURNAL ARTICLES

ARTICLES UNDER REVIEW

Be consistent in the format and it is often customary to underline your name in the reference

BOOKS and CHAPTERS IN PRINT (If books are more prominent in your CV, list these ahead of Journal articles)

List publications backwards from the most recent. Be consistent in the format and it is often customary to underline your name in the reference.

PERFORMANCES (If performances are more prominent in your discipline, list these first, ahead of other examples of scholarship). List your performances backwards from the most recent.

EXHIBITS (If exhibits are more prominent in your discipline, list these first, ahead of other examples of scholarship). List your exhibits backwards from the most recent.

TECHNICAL REPORTS

List these backwards from the most recent

ARTICLES OR OTHER SCHOLARSHIP IN PROGRESS

List and describe state of preparedness

DISSERTATION:

Reference your dissertation including the date

PUBLISHED ABSTRACTS

(List these after ORIGINAL JOURNAL ARTICLES above if they are data based publications in peer reviewed journals).

Date: Title and location of published abstract

OTHER PUBLISHED MATERIALS

Examples here might be: Administrative manuals, test and measurements, policy manuals, book reviews, editorials.

GRANTS:

EXTRAMURAL FUNDED PROPOSALS – ONGOING

(Begin with the most recent and list backwards)

Dates Names of Investigators, make clear your role on the project funding agency, grant number, funding amount
Grant title and a short summary of study aims or funded work

INTRAMURAL FUNDED PROPOSALS – ONGOING

(Begin with the most recent and list backwards)

Dates Names of Investigators, make clear your role on the project funding agency, grant number, funding amount
Grant title and a short summary of study aims or funded work

PENDING GRANT PROPOSALS

GRANTS: SUBMITTED BUT NOT FUNDED – This category offers an opportunity for you to show on-going effort to seek Funding from highly competitive funding agencies even if you have been unsuccessful to date

Dates Titles, funding agency scores or percentile rank

COMPLETED FUNDED RESEARCH: (Begin with most recent and work backwards)

Dates Names of Investigators, make clear your role on the project funding agency, grant number, funding amount
Grant title and a short summary of study aims or funded work

OTHER COMPLETED RESEARCH: (Begin with most recent and work backwards)

Dates Names of Investigators, make clear your role on the project funding agency, grant number, funding amount
Grant title and a short summary of study aims or funded work

INVITED PAPERS, LECTURES, AND PRESENTATIONS

International

Dates Title of paper, Site or Conference title and location. Indicate if paper was a keynote or plenary address.

National

Dates Title of paper, Site or Conference title and location. Indicate if paper was a keynote or plenary address.

Regional

Dates Title of paper, Site or Conference title and location. Indicate if paper was a keynote or plenary address.

POSTER PRESENTATIONS

Dates Title of paper, Site or Conference title and location. Indicate if paper was a keynote or plenary address.

SYMPOSIA CHAIRED

Dates Title of paper, Site or Conference title and location. Indicate if paper was a keynote or plenary address.

II. TEACHING

You may want to begin with a paragraph of two on your main areas of teaching experience.

COURSES TAUGHT

Dates Listing of the courses you have taught, credit units, class size
(Begin with most recent and work backwards)

COURSES TAUGHT AS A VISITING PROFESSOR

Dates Year Title of the course Location Students/level

INDEPENDENT STUDY – MASTER’S AND DOCTORAL STUDENTS

Semester Year Student Name/Description of content Units

GUEST LECTURES AT LOYOLA

Semester Year Course Topic Hours

ACADEMIC ADVISING RELATED TO TEACHING

Example: dissertation or thesis mentoring

Dates Description of level and numbers of students advised

PRELIMINARY EXAMINATIONS, COMPREHENSIVE EXAMINATIONS, THESES, PERFORMANCES, EXHIBITS, DISSERTATIONS for Masters and Doctoral students

Dates Name of student – title of examination/thesis/dissertation/etc. Your role (Chair/member)

LISTING OF STUDENTS FOR WHOM YOU HAVE SECURED EXTRAMURAL GRADUATE STUDENT SCHOLARSHIPS OR FELLOWSHIPS

Dates Student’s Name, Funding Agency

TRAINING OR PROGRAM GRANTS AWARDED – Make clear your role on the project if you are not the director

Dates Project director, funding agency, grant number, funding amount
Grant title and a short summary of program aims

TRAINING OR PROGRAM GRANTS PENDING – Make clear your role on the project if you are not the director

Dates Project director, funding agency, grant number, funding amount
Grant title and a short summary of program aims

III. SERVICE

CAMPUS LEVEL OF COMMITTEES/WORKING GROUPS:

Dates Name of committees/working groups Your role on the committee or group

SCHOOL LEVEL COMMITTEES/WORKING GROUPS:

Dates Name of committees/working groups Your role on the committee or group

DEPARTMENT LEVEL COMMITTEES/WORKING GROUPS:

Dates Name of committees/working groups Your role on the committee or group

SERVICE TO PROFESSIONAL PUBLICATIONS:

(Begin with most recent and list backwards)

Dates of service Name of Journal or Publishing House and your role/title

SERVICE TO REGIONAL, NATIONAL, OR INTERNATIONAL AGENCIES AND ORGANIZATIONS

Dates Name of agency, location, brief description of your service

(Examples here might be policy board or grant review board service, program development consultation, program or project evaluation service, research project external board service)

ADDITIONAL COMMUNITY SERVICE (Not related to teacher or scholarship, but related to the mission of Loyola University)

PROFESSIONAL CONSULTING (Distinguish between regional, national, and International if relevant)

POSTGRADUATE AND CONTINUING EDUCATION COURSES ATTENDED

(If these are required to maintain licensure of certification in your discipline, it is usually sufficient to make a statement that you have complied with licensure requirements)