

Sample Curriculum Vitae

Over the years, the Faculty Center has been in communication with faculty on the Faculty Affairs Committee, Deans, and administrators in the Office of the Provost. The following recommended CV format has evolved on this campus with input from all of these groups. The intention is that this comprehensive CV provides a complete record of the faculty member's work in all three areas that are evaluated. Whereas the limit of 30 items and 15 pages of reflection requires faculty to present only representative examples, the CV should be a complete list of your work. It is also different from the normal professional CV because it contains a list of the courses (with relevant information) by semester. This format is strongly recommended for the WPAF, but it is not required. Here is some general advice about the CV that is included in the WPAF.

The headings are suggestions; you should customize them to represent your work in a way that is accurate and appropriate.

“Publication” means a complete manuscript that is actually published or is in press.

Clarify the status of a project that is not actually published.

Use chronological or reverse chronological sequence, as you prefer, but be consistent. Specify if there is a difference between a calendar-year or academic-year period.

Spell out your contribution to a collaborative project in a concise annotation, clarifying the disciplinary protocol if necessary.

Curriculum Vita

Shirley Goodfellow

Position: Year(s) - Title – Department, California State University San Marcos

EDUCATION

University, degree, year received, emphases, dissertation title, 3-5 sentence abstract

University, degree, year received, thesis title, 3-5 sentence abstract

Instruction

Courses taught at CSUSM (list all in reverse chronological order)

Term	Year	Course #	# of Students	Other Info
Fall	2000	ECON 100	50	New prep
Spring	2001	ECON 100	50	---
Spring	2001	ECON 350	35	New prep; WebCT hybrid
Spring	2001	ECON 520	15	Graduate; new prep

Other Teaching Activities

Advising Undergraduate advising (number of students)

Independent study supervision (number of students)

Masters thesis supervision (number of students)

Service on thesis committees (number of committees)

Other teaching-related activities

Guest lectures

Advisory committees

RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITIES

*Refereed Publications***

Journals

Year - author(s) - title - Journal - Vol. X, No. Y - pages

Book Chapters

Year - author(s) - title - book author - Book - Chapter # - Publisher info - pages

Books

Year - author(s) - Book - Publisher info

Non-refereed Publications

Journals

Year - author(s) - title - Journal - Vol. X, No. Y - pages

It is acceptable to include a concise annotation here to explain important details which might not be self-evident to a person outside your field.

Book Chapters

Year - author(s) - title - book author - Book - Chapter # - Publisher info - pages

Grants--External

Title - date - source - amount - co-principal investigators

Grants--Internal

Title - date - source – amount- co-principal investigators

Conference & Workshop Presentations

Year - Conference/Workshop - place - date

Manuscripts reviewed

Year - author(s) - title - Journal

Work in Progress (manuscript is not yet complete; note if contracted for publication, if this is a re-submission, etc.)

Creative Activity (e.g., exhibits, performances, recordings, etc.)

Title - date - location - collaborators - short description

SERVICE

Department

Year - Committee - Position (Member/Chair) - Accomplishments

College

Year - Committee - Position (Member/Chair) - Accomplishments

University

Year - Committee - Position (Member/Chair) - Accomplishments

Community

Year - Committee - Position (Member/Chair) - Accomplishments

Professional membership and service

Year - Organization - Position (Member/Chair/Secretary)

HONORS, AWARDS, FELLOWSHIPS

Year - Title of honor - University

OTHER PROFESSIONAL EXPERIENCE

(Professional positions you held before you came to Cal State San Marcos)

Dates - place - title/position - short description