

## Format for Graduate Faculty Resume

[Enter Date Prepared Here]

**Initial applications** require comprehensive vita.

**Renewal applications** must include vita as follows: full membership – most recent five (5) years, associate and special membership – most recent three (3) years, temporary membership – comprehensive

### I. Personal Information

- a. Name Citizenship status (if not US)
- b. Rank, tenure status (if adjunct, current employment positions/year appointed)
- c. Campus address (if adjunct, current employer)

### II. Educational Credentials

List colleges and universities attended with dates, degrees, and discipline. Most recent degree first. SACS faculty justification form must be completed if a) no terminal degree in field or b) connection between the title of the degree and teaching field is not clearly evident. Must have terminal degree in the teaching field for full membership.

### III. Employment History

Provide a chronology of professional employment, indicating year or years of employment, position title or rank, institution or agency, and geographic location. Current position first. Must have 3 years full-time teaching experience at the college level in a regionally accredited institution, completed after receipt of the terminal degree, for full membership. (See Graduate Studies Operating Papers, Section II, I.A.2.)

### IV. Scholarly Activity

List, with dates and other bibliographic data, all scholarly/creative activities for the current year, significant activities for previous years (as defined above) and any major accomplishments for earlier years. Current year first. Include books, articles, and reviews, artistic exhibitions/compositions, grants received and/or research in progress, presentations/papers given at professional meetings.

Consistent with the guidelines in Graduate Studies Operating Papers, Section II, I.A.2, the applicant must show continuous peer reviewed scholarly/creative activity throughout the last five years and have a minimum of four activities in any of the following categories: (a), (b), (c), and (d).

- (a) Publication of Scholarly Text. Scholarly texts requiring independent review procedures. Must be published as primary or co-authorship. If the publication has not yet appeared in print, the applicant must submit evidence that it is "in press."
  - (a.1) initial publication of text as primary author or co-author (equivalent to three activities)
  - (a.2) initial publication of text as primary or co-editor
  - (a.3) revision of subsequent editions of text as author or editor
- (b) Publication of Chapter in Scholarly Texts. Chapters in scholarly texts requiring external peer review procedures.
- (c) Publication of Article or Essay. Article or essay in an externally peer-reviewed publication at the regional, national or international level.
- (d) Scholarly Presentations. Two scholarly works presented at the regional level or one scholarly work at the national or international level (equal to one activity). The scholarly works may include papers, posters, workshops, or other presentations consistent with the current practices of the discipline and must have been subject to external peer review.

- (e) Creative/Artistic Presentation or Product Design. An original work for presentation/performance or a product designed and exhibited at the regional level or above. The activity must have been subject to external peer review.
- (f) Research/Grants/Other Professional Activities. These must be equivalent in contribution, rigor, and externally peer-reviewed status to the publication or artistic presentation criteria defined above. The burden of evidence rests on the applicant to prove that the activities presented meet the criteria.

**V. Faculty/Teaching Development Activities**

Describe with dates, all professional development activities to improve your competence as a teacher during the current year and significant activities for previous years (as defined above) –i.e., participation in doctoral work, sabbatical leave, professional development workshops, or other renewal efforts. Current year first.

Faculty requesting an initial appointment and all temporary membership applications should include major activities occurring more than three years ago.

See VIII below for international travel.

**VI. Public Service/University Service/Consulting Activity**

Describe with dates all activities during the current year and significant activities for most recent years (as defined above) –i.e., extracurricular college student life, service on committees, professional consulting activities, etc. Current year first. All initial applications and all temporary membership applications should include major activities occurring more than three years ago.

**VII. Professional Societies and Other Relevant Activities**

List current memberships and describe, with dates, any unique activities, special expertise, attendance at professional society meetings, honors, and awards for most recent years (as defined above). Current year first.

Initial applications and all temporary membership requests should include major activities occurring more than three years ago.

**VII. International Travel**

Where	When	Purpose (briefly stated)
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Include both vacation and professional development travel during most recent years (as defined above). Give current year first.