

## **THE UNIVERSITY OF TENNESSEE AT MARTIN UNIVERSITY FACULTY RESUME FORMAT**

### **I. Personal Information**

- Name
- Rank and tenure status
- Campus address

### **II. Educational Credentials**

- Colleges and universities attended with dates, degrees (most recent degree first) and disciplines.

### **III. Employment History and Teaching/Advising**

- Employment history. Provide a chronology of professional employment (current position first), indicating years of employment, position title or rank, and institution/agency/company. Include a description of responsibilities for university experience.
- Teaching accomplishments. List teaching activities since employed at UT Martin, including all courses taught by discipline name, course number and course title.
- Advising/student support. Describe advising responsibilities since employed at UT Martin, including number of years involved and average number of advisees. Describe participation in any formal support programs for students such as tutoring, mentoring or study sessions.

### **IV. Scholarly/Creative Activities**

- List all scholarly/creative activities since employed at UT Martin. For publications, list dates and other bibliographic data organized as follows:
  1. Publications in refereed journals (articles, reviews, technical reports);
  2. Books or chapters in books;
  3. Vanity press books;
  4. Non-refereed journal articles;
  5. Projects in progress.
- For professional presentations, list with title, place, and date(s) all academic program presentations at professional meetings, program workshops, speeches and/or papers delivered.
- For creative activities, list with dates and other pertinent data all artistic exhibitions, performances, compositions, creative grants funded (agency, project, date, amount) and projects in progress.
- For faculty/teaching development activities, list (with dates) all professional development activities since being employed by UT Martin. Include any activities designed to improve your competence as a teacher, including off-campus and on-campus professional development workshops; new course development or significant course revisions; development of instructional materials; and participation in multidisciplinary or other nontraditional innovations.

V. Service Activities While Employed at UT Martin

- Service to the profession. List (with dates and current year first) all activities providing service to the profession. Include professional consulting activities, offices held (with title) in professional organizations, etc.
- Service to the University. List (with dates and current year first) all service to UT Martin and The University of Tennessee. Include membership on committees (note any positions held), extracurricular/student life activities, special projects in support of the University mission, etc.
- Service to the public involving professional skills. List with dates and current year first all such service.

VII. Professional Memberships, Honors and Awards, and Other Relevant Activities. List (with dates and current year first) professional memberships, any professional activities not listed elsewhere, and honors and awards received while employed at UT Martin.