

CURRICULUM VITAE GUIDE

The curriculum vitae content submitted for this application should be tailored to present your academic and professional experience and strengths for the selected discipline and specialization as well as convey your potential contributions to this program.

NOTE: The length of the curriculum vitae should be no more than five pages. Please note that special formatting will not transfer into the online application (e.g. tabs, bold, underlined, or italicized text, bullets and indents) and the English translation must be provided for any citations listed in a foreign language. For space consideration, separate each item with a semicolon or number rather than a hard return for the different headings or sections as needed. **Do not include family details, personal or office contact information, web links, a list of contacts for additional references, explanations for changes in employment or salary information.**

As a reminder, Specialists work with colleagues at non-U.S. post-secondary, academic institutions. In the c.v., eligible professionals and artists outside academe must highlight the qualifications that reflect (1) experience as a college/university teacher or trainer and/or (2) how the experience could benefit foreign academic institutions

The information below provides a guide for compiling and organizing your curriculum vitae.

EDUCATIONAL BACKGROUND

-Include your terminal degree(s) here. Please include the discipline, year awarded, institution name and campus.

ACADEMIC/PROFESSIONAL WORK EXPERIENCE

-Your comprehensive summary of qualifications should include experiences in administrative, academic, industrial and/or clinical settings.
-List your formal title (e.g. Associate Professor of English MM/YYYY - present), institution and the month and years of employment.

PUBLICATIONS

-Provide a select list of publications, starting with the most recent, (i.e. abstracts, article/book reviews, books, refereed journals, chapters, articles) for the discipline and specialization.
- Include the title of the publication, press/publisher/journal, the year of the publication and the name of the author(s).
-List refereed and un-refereed publications in separate sections.
-Briefly summarize relevant monographs, reports or work currently in progress in a separate section.

PROFESSIONAL LICENSURE/CERTIFICATIONS

-Include your certifications and specialized training here. Note the type, year and institution name. Do not include license numbers.

COURSES TAUGHT (include academic and/or professional training seminars)

-List the titles of your courses as well as indicate where and when taught.

PRESENTATIONS/LECTURES/PAPERS/CONCERTS/EXHIBITIONS

- Provide a select listing of activities (i.e. keynote/invited presentations, performances) delivered at conferences, workshops, symposiums, seminars and/or other relevant events completed regionally, nationally and internationally.

- List the title of the presentation, the name of the event or program, the location (i.e. city, state or country) and date of the event (i.e. MM/YYYY).
- Separate and clearly identify refereed and un-refereed presentations.

RESEARCH ACTIVITIES/FELLOWSHIPS/GRANTS/CONTRACTS

- Provide a concise summary of activities that convey your abilities and potential contributions for this program.
- Please include previous Fulbright grants.

EDITORIAL WORK/CONSULTANCIES/REVIEW PANELS

- Provide a listing of the institution, brief narrative of the activity type and time period of the activity.

APPOINTMENTS/ELECTED POSITIONS

- Include the position type, institution name and when the position was held.

AWARDS/SPECIAL RECOGNITION/HONORS

- Include items such as significant teaching, research and service awards in your discipline and specialization.

PROFESSIONAL AFFILIATIONS/MEMBERSHIPS

- Provide a select listing that demonstrates your involvement in organizations specific to your discipline, network and/or academic affiliations. Include offices you hold/held.

PROFESSIONAL TRIPS OUTSIDE THE UNITED STATES DURING THE PAST 10 YEARS

- Provide experience you may have had living or working abroad. Tourist trips should not be included.
- Include the country, purpose/sponsorship, and dates of your stay.

OTHER PROFESSIONAL COMMUNITY SERVICE

- Briefly summarize your participation in activities that provide service to your university, discipline and/or profession not already described under the headings provided above.