<u>Curriculum Vitae Template</u>
(In all cases, present newest work first and follow in reverse chronology.)

Name and Contact Information

1 Education
- *Institution, City and State, Degree, Field, Date*

2 Professional Experience
- *List both academic and industry positions, years employed, and ranks held.*

3 Licenses and Certifications

4 Publications / Exhibitions / Performances
- *Use a standard format (e.g., author/artist(s), title, publication/event venue/location, pages, date) and include a web link to the full citation when available.*
- *If joint/shared authorship/performance/artist, list all names exactly in the order in which they appeared, and highlight your name in bold font.*
- *If a publication/exhibition/performance has special significance (e.g., best award, honorable mention, or noteworthy/verifiable impact), please indicate this in bold.*
- *If a publication/exhibition/performance has been accepted or is in press, please indicate that clearly, with a reference to supporting evidence.*

4.1   Peer Reviewed Exhibitions and Performances
4.2   Peer Reviewed Book and Journal Publications
4.3   Peer Reviewed Conference Publications/Presentations
4.4   Peer Reviewed Extended Abstracts/Short Papers
4.5   Peer Reviewed Book Chapters
4.6   Design works executed
- *Buildings, urban designs/plans, commissioned studies, graphic works, videos/film, and applied arts produced.*

4.7   Manuscripts/Exhibitions/Performances under review
- *Provide title, venue/location, and reviewing entity.*

4.8   Other Publications
- *Include publications here that do not fit into the above categories (e.g., technical reports and non-peer reviewed publications, abstracts, critical reviews/essays, and posters).*

5 Research Funding and Awards
- *When listing your extramural funding, please follow a standard format and indicate the award name, investigators (and their roles), agency, program name, amount, and years funded.*
- *For collaborative awards (with other institutions), indicate the UNC Charlotte portion of the funding.*
- *Provide the funding rate, if available.*
- *Categorize each award according to its purpose (i.e., educational, research, equipment,*

or scholarship/fellowship).

5.1 Peer Reviewed National and International Grants

5.2 Peer Reviewed Regional Grants

5.3 Peer Reviewed Institutional Grants

5.4 Awards and Donations
- *Donations implies gift of performance, art, presentation (name organization).*

5.5 Other Grants
- *List awards here that do not fit into the above categories.*

6 Student Supervision
- *Identify student supervision at the baccalaureate, Master's and Ph.D. levels.*
- *For each student, indicate your supervision role (dissertation, thesis, or project advisor/coadvisor; etc.).*
- *Use a standard format to list each student supervised; clearly identify the student's name; dissertation, thesis, or project title; degree; and, date of completion.*

6.1 Doctoral Students Supervised

6.2 Masters Students Supervised

6.4 Non-Degree Students Supervised (e.g., certificate students)

7 Teaching

7.1 Major Accomplishments
- *List your most significant teaching accomplishments. Examples include: development and/or introduction of new courses or programs that potentially have a large or transformative impact, initiatives that demonstrate teaching or educational leadership both inside and outside UNC Charlotte, etc.*
- *Identify educational grants that promote innovative learning methods or paradigms, or creation of new materials/laboratories.*

7.2 Courses Taught
- *List the courses taught, level of instruction (e.g., undergraduate, graduate, etc.), and the term(s) of instruction.*
- *Aggregate multiple offerings of the same course and provide average enrollment*
- *Note new courses, special topics courses, etc.*

    7.2.1 Graduate Courses

    7.2.2 Undergraduate Courses

    7.2.3 Other Courses
- *These include short courses, continuing education, seminars, etc.*

8 Service and Outreach
- *List major accomplishments in academic and administrative service or outreach. Examples include: leadership roles in major conferences or journals, service on panels that enhances the exposure of the College of Arts + Architecture or UNC Charlotte.*
- *For internal and external service, indicate your role, dates of service, and contributions or impact.*

8.1 Accomplishments

8.2 External Service

    8.2.1 Invited Talks, Master-Classes, Community Performances
- *List invited talks to conferences, research and academic institutions, arts & design organizations or institutes.*
- *Do not include conference paper presentations that are already listed in Section (Publications/Exhibitions/Performances).*

          8.2.2   Journal/Conference/Com Reviewer
          8.2.3   Program Committees
          8.2.4   Editorial Boards/Panels
          8.2.5   Professional Affiliations/Memberships
          8.2.6   Community Service
   8.3   Internal Service
          8.3.1   University Committees
          8.3.2   College Committees
          8.3.3   Department Committees
          8.3.4   Ph.D. Dissertation/Master's Thesis/Baccalaureate (Honors) Committees
   8.4   Other Service

9 Leadership
- *List major leadership roles in teaching, research and service, and summarize the impact of each leadership effort.*

10 Professional Affiliations

11 Research Statement
- *In two pages or less, provide a research statement that summarizes your research interests, efforts, and major contributions. Do not simply list facts and figures found elsewhere in your CV, but rather construct a narrative that gives a cohesive picture of your research identity, the problems you study, the impact of your efforts, and the trajectory of your future work.*

12 Teaching Statement
- *In two pages or less, provide a statement that summarizes your teaching philosophy. Where possible, connect that philosophy to the techniques you employ. When relevant, describe the interplay of your teaching philosophy and research efforts.*

- Personnel review focuses on the period of time since appointment or previous evaluation, but is not exclusive of prior appointments and general career achievements.
- Evaluation guidelines and standards by rank are outlined in both unit and college policies.
- In all cases, faculty should review and be aware of the "Tenure Policies, Regulations and Procedures of The University of North Carolina at Charlotte" (published through the Office of Legal Affairs): http://legal.uncc.edu/tenurepol.html#s632