

Suggested Curriculum Vitae Outline

The CV is prepared by the candidate with mentoring advice. This outline presents a suggested checklist for organizing the content of the CV. Candidates should generally follow this outline, but should feel free to add other relevant items and omit irrelevant sections. Consult the promotion criteria for guidance on what information is relevant. Write descriptions and narratives in third person.

CURRICULUM VITAE

Date

I. Personal Information

Name
Rank
Campus/off-campus address
Date of appointment or last promotion

II. Education

Institutions, degrees, dates

III. Experience

Current Position

- Dates
- Current appointment (percentage research, teaching, extension, and service)
The division of teaching and research responsibilities should be defined by the position description and not by the salary sources.
- Detailed position description (approximately one page)
Include an explicit description of position responsibilities and expectations.
 - Responsibilities for research, teaching, extension and service
 - Areas of expertise
 - Consistent with the position description used in annual reviews.

Past Positions and Experiences

- Dates, location
- Short job description, responsibilities, expertise, and accomplishments

Sabbatical or Faculty Development Leaves or Professional Improvement Activities

The following subheadings cover, where relevant, Teaching, Research, Extension, Service and/or International, and generally should be presented in this order. For a TAES or TCE faculty member, however, the research or extension section may come first. Sections should be added for any significant past appointments. For example, if the individual held a 25% Extension appointment for three years that was discontinued two years ago, it is appropriate to include a section to report these accomplishments separately.

IV. Teaching

Teaching includes, among other things, classroom and laboratory instruction; development of new courses, laboratories, and teaching methods; publication of instructional materials, including textbooks; and supervision of graduate students.

Suggested Contents

- Program statement (1/2 page)
 - Objectives of your program
 - Relation of your teaching program to the other courses in curriculum objectives
 - Summary of changes in teaching program over time (new courses developed, change in enrollment, change in frequency of offerings, etc.)
 - Accomplishments (both quantifiable and your opinion)
 - Interaction with Research, Extension, and Service

Courses Taught			
List Courses	Credit Hours	Frequency Taught	Student Evaluations Average
Undergraduate Courses			
Graduate Courses			
Dept. Average			

- Classes
 - Brief description of each class taught (objectives, relation to other courses, indication of required/elective honors, etc.)
 - Chronological list of classes (semester, course, number of students, etc.)
 - Accomplishments of your students
- Performance of students in subsequent courses
- Performance of students in graduate school
- Performance of students on the job
- Placement (are employers asking for more of your students?)
 - Evaluations by class
- Tabular summary of student opinion survey of teaching
- Professional peer evaluation
 - * Prepared materials
 - * Exit interviews of students
- Evidence of student learning (pre- and post tests)
- Self-evaluation of teaching (philosophy and professional efforts)
- Teaching portfolio (include information from teaching portfolio and supporting documentation relevant to evaluation of the quality of your teaching.)

-Creativity in teaching (new texts used, new courses, new techniques in and out of classroom, preparation of study guides, revamp course organization, etc.)

-Teaching awards (briefly repeat teaching awards listed in III with emphasis on the innovation which resulted in the award)

-Cumulative summary of students supervised

--Undergraduate honors students

-Name, title of paper, dates, current position

-Graduate students

-Ph.D.'s name, dates, thesis title, location, current title and position, tenure status, and accomplishments since graduation

-M.S.'s name, dates, thesis title, performance in Ph.D. program (if applicable), present location, position, title, and accomplishments since graduation

-M.Agr.'s name, dates, report title, current location, position, title, and accomplishments since graduation

-Cumulative summary of graduate student advising for the period

--Number of Ph.D., M.S. and M.A. advised as a chairperson

--Number of Ph.D., M.S. and M.A. committees served on

--Number of Ph.D. committees served on as a GAC representative

Graduate Student Involvement

Degree	Since Last Promotion		Career	
	Chair or Co-chair	Member	Chair or Co-chair	Member
Master of Agriculture				
Master of Science				
Ph.D.				

-Describe your role in obtaining external and internal funds to support your teaching program (grants, contracts, etc.)

-Seminars and guest lectures for the period (date, title, audience, etc.)

--TAMU seminars and lectures

--Other universities

--Government agencies, research centers, etc.

V. Research

Research is defined as the "Creation and dissemination of new knowledge or other creative activities: For most disciplines, this category consists of research and publication."

Suggested Contents

- Program statement (cumulative for career). Summarize research area of emphasis in a paragraph. The purpose is to describe your area of emphasis over your career to show the program direction and maturity of your research program (maximum 1/2 page).
 - Areas of emphasis
 - Objectives
 - Interaction with teaching, extension, and service
- Major accomplishments for individual areas of emphasis. Summarize career accomplishments by each area of research emphasis (maximum 1-2 pages) [Might use a bullet format with a brief statement of significance and/or contribution for each.]
 - Contributions to research areas (refer to publications by index number)
 - Contributions to discipline (theory and methods)
 - Contributions to industry or society (applied)
 - Evidence of demand for program over your career, factual statements involving solicitations to consult, write, review, fund research efforts, prepare invited papers, speak, participate on professional committees, present testimony, participate on government and industry task forces, etc.
 - Relevant information on citations to research, requests for papers, awards, public use of findings, etc.
 - Regional/national/International involvement in associations, committees, research efforts, etc. that show development of reputation beyond TAMU and Texas.
- Describe your role in obtaining external and internal funding to support your research programs (grants, contracts, etc.)

VI. Extension

Suggested Contents

- Program statement. Summarize Extension programs in a paragraph (maximum of 1/2 page) showing how your program has matured over time.
 - Area of program emphasis/specialization
 - Objectives and methods
 - Interaction with research, teaching, and service
 - Program outcomes: summaries of clientele outcome data and customer satisfaction data
- Summary of major accomplishments for areas of emphasis (maximum of 1-2 pages)
 - Contributions to profession, industry, and society
- Evidence of demand for program over career
 - Include relevant information on citations of Extension programs, requests for Extension materials, and meetings or workshops, etc.
 - Include interviews, phone calls requesting information, etc.

- Include factual statements involving solicitations to consult, write, review, fund projects, develop out-of-state programs, prepare invited presentations, speak, participate on professional committees, present testimony, participate on government and industry task forces, etc.
 - Include program adoption or diffusion across the region, state, nation and world.
- Individual Presentations
- It is not expected that titles of presentations for entire career would be listed. Nevertheless, presentations are a lot of what we do, and we need to show the breadth of our program. List all your presentations at meetings for the recent 2 year period -- by title, audience, and location. This would not be a list of all meetings attended. It would be programs for which you had to prepare education materials for presentation to a group.
 - List these in reverse chronological order, regular chronological order, or under some subheadings/groupings. If specially prepared handout materials were made available, indicate that also (optional). If serving in a coordinating role for the overall meeting, that could be identified.
- Summary of Presentations/Program Roles
- In addition to the 2-year cross-section of program presentation, the extent of involvement over your career. Give a career summary by year. (Summarize meetings in terms of total number of meetings, content of meetings, size of audience, etc. for different types of meetings). Include a short narrative summary of interdisciplinary programs, county meetings, multi-county programs, short courses/workshops, and statewide programs. For some types of programs, these numbers may have to be estimates.
- Other Endeavors
- Newsletters, press releases, radio tapes, TOMI tapes, TV interviews, and unnumbered materials prepared as handouts at meetings that are not included elsewhere. Depending upon program, you could summarize these by number and category for the career (not individual titles). Again, two or three sentences could be added to indicate what is included and how they were used to support the Extension program.
- Teaching Effectiveness
- Any type of evaluative information that you have for the last 2-3 years also could be included--for example, a brief summary of short course evaluations. This short narrative section could include items you feel were significant events and that would indicate the level of acceptance of your program. These might be statewide or regional meetings of commodity groups/clientele to which you were invited back for repeat appearances. This is optional, but could be useful to the review team.
- Technology transfers
- Software, copyrights
 - Patents, etc.
- Describe role in obtaining external and internal funding to support involvement in Extension programs (grants, contracts, etc.) List specific grants and contracts in later section.
- Extension of continuing education activities outside of Texas
- Out-of-state: type of activity and role of individual (e.g., short course participant, workshop coordinator, livestock evaluation). Give location, title audience size and date by event.

- Regional/national/International involvement in associations, committees, research efforts, etc. that show development of reputation beyond TAMU and Texas.
- Unsolicited Comments on Educational Program Impact (2 pages maximum)
 - Quote comments from clientele feedback on hand that indicate the impact of Extension educational program. Select comments from a cross-section of clientele groups, TCE faculty, and faculty and industry contacts both in and out of state. The comments should identify leadership, the innovativeness of your programs, and quality of presentation and materials.

VII. Service

Service "includes service to the institution -- to students, colleagues, department, college, and the University -- as well as service beyond the campus. Examples of the latter include service to professional societies, research organizations, governmental agencies, the local community, and the public at large."

- Examples of excellence in service are:
 - Officer in a national professional organization
 - Service on a major governmental commission, task force or board
 - Administrative leadership role at TAMU
 - Program chair or similar chair at a national meeting
 - Symposium organizer at a national meeting
 - Officer in Faculty Senate
 - Chair of major standing or ad hoc TAMU, TAES, or TCE committee
- Examples of effectiveness in service are:
 - Committee chair of national professional organization
 - Officer in regional or state professional organization
 - Program or local arrangements committee chair for regional or state professional organization meeting
 - Service on TAMU, college, TAES, TCE or department committees and task forces
 - Service as consultant to business or governmental agencies
 - Advisor to student organizations
 - Administrative duties in department
 - Significant self-development activities that lead to enhanced service effectiveness

Suggested Contents

- Professional improvements and activities
 - List professional and honorary societies and associations
 - Contributions to societies and associations
- Cumulative summary of committees and offices held
- Cumulative summary of activity on editorial boards, as editor, editorial board, and reviewer
 - Industry committees and liaison (cumulative summary of contributions)
 - Public hearings and testimony (cumulative summary of congressional and court testimony and hearings)
- Departmental service each year for the period (quantify activities and accomplishments for each year)

- Student recruiting and placement
- Student clubs advising
- Coop and/or intern program
- Administrative duties
- Committees

- University service for the period
 - Committee assignments and accomplishments

- TCE service for the period
 - Committee assignments and accomplishments

- Community or statewide service for the period
 - Committees, task forces, government agency assistance, commodity group service

- Federal government service for the period
 - Testimony for Congress (title, date, committee)
 - Task forces and review panels for government agencies, e.g., GAO, OTA, USDA, etc.

- International service for the period (move to international section if you have one)
 - Agency title, nature of activity
 - Collaborative agreements developed (nature, funding, dates, accomplishments)

- Projects, roles, and accomplishments (funding not needed)
 - List industry or agency
 - Indicate activity and duration
 - Summarize accomplishments or contributions to your Extension program, e.g., provide data or business experience

VIII. International

Include major international involvements that are funded through the Texas A&M University System, involving work in foreign locations.

Suggested Contents

- Program statement. Summarize your extension program in a paragraph (maximum of 1/2 page) showing how your program has matured over time.
 - Area of program emphasis
 - Objectives
 - Interaction with research, teaching, extension, and service

- Major accomplishments for individual areas of emphasis. Summarize career accomplishments by each area of research emphasis (maximum 1-2 pages).
 - Contributions to area of emphasis
 - Contributions to profession
 - Contributions to industry
 - Evidence of demand for program over your career. Factual statements need to be provided. (See Research subheading, for example.)

--Relevant information on citations to research, requests for papers, awards, public use of findings, etc.

-Describe your role in obtaining external and internal funding to support involvement in international programs (grants, contracts, etc.)

IX. Grants and Contracts Awarded

Include a TABLE summarizing grants and contracts received, \$s, etc.

Grants and Contracts

Type and Role	Since Last Promotion		Career	
	Total \$s to all PIs	\$s allocated to your program	Total \$s to all PIs	\$s allocated to your program
External Competitive				
PI				
Co-PI				
Total (PI + Co-PI)				
Internal				
PI				
Co-PI				
Total (PI + Co-PI)				
Other				
Gifts and Gifts-in-Kind				
Royalties to Program				

List funding received (grants, contracts, etc.). Indicate title, source, duration, amount, and your role in securing the grant or contract and your share of the funds received. Organize according to:

- Internal (indicate competitive or not)
- External (indicate competitive or not)

X. Publications and Professional Output (Listed from oldest to most recent)

Include a TABLE summarizing counts of publications by type, etc.

Publications and Scholarly Work

Type	Since Last Promotion	Career
Refereed/Peer-Reviewed		
Editor-reviewed		
Scientific Abstracts		
Books		
Chapters in Books		
Experiment Station Publ.		
Extension Publ.		
Popular/Industry Articles		

- Publication list

Unless otherwise noted, the order of the authors' names indicates seniority of authorship. If this is not the case, notes or some coding system should be added to indicate which author is senior or if the senior authorship is shared. The publication citations should be in the form predominately used by the journals in candidate's discipline.

- Refereed journal articles (put an asterisk on invited articles, and any others, that have not been refereed)
- Other journal articles
- Books
- Book chapters
- Published abstracts (note you should also include an indication if these are also refereed or a presented paper)
- Papers published in proceedings (indicate those that are refereed and/or invited)
- Papers presented but not published (do not double list published abstract papers; indicate those that are refereed and/or invited)
- Experiment Station and government bulletins
- Extension publications
- Departmental publications
- Workshop workbooks
- Computer programs and documentation
- Slide sets and video tapes, PowerPoint presentations
- Book review
- Popular articles
- Research symposia and workshop presentations, handouts
- Contract reports

-Technology transfers

- Software, copyrights
- Patents, etc.

Include a table summarizing the numbers of presentations. List them in the relevant research, extension, teaching, and service sections.

Scientific and Professional Presentations

Type	Invited	Volunteer or Submitted	Total
International			
National			
Regional			

XI. Professional Honors and Awards

Complete title of award

-Name of organization

-Number of the particular award granted annually and scope of those eligible (e.g., 1 or 1 of 5 in the southern region or the United States)

-Brief description of what the award was for, i.e., what the article was about or what need the extension program filled