

Curriculum Vitae: Format Requested by COAP

Rationale

COAP recognizes that there are disciplinary differences in CV formatting recommendations. However, **to facilitate the review process for COAP, the Deans, and the Provost, COAP requests that promotion candidates use the following guidelines when putting their CV together for promotion review.** Some of the guidelines are required and others are recommendations that you can choose to follow or not, as indicated below. Additional categories may be added to the CV if those categories are appropriate to the form and impact of the candidate's teaching, scholarly, or service contributions. Please note that the CV is the place where candidates provide detailed information about accomplishments in teaching, scholarship, and service. Candidates are invited and encouraged to use other areas of their promotion dossier to make arguments for the quality and impact of their work.

General Formatting Guidelines

- 1) Please use single space rather than 1.5 or Double Spacing throughout. (Required)
- 2) Please list all contributions in Reverse Chronological Order (most recent to furthest in the past). (Required)
 - a. This helps those reviewing the CV see the most relevant information for the current promotion first.
- 3) Please number contributions that come under a heading (e.g., Publications, Presentations, etc.). (Required)
- 4) Bolding your name (especially in the scholarship subsection) can be helpful to reviewers (Recommended, not required)
- 5) Please indicate if any co-authors/contributors/presenters are graduate students or undergraduate students using some notation with indication of what your notions mean (e.g., denotes Graduate Student co-author; denotes Undergraduate co-author)
 - a. COAP Recommends:
 - i. double underline = Graduate Student
 - ii. single underline = Undergraduate Student
- 6) You are welcome to include information on your CV that will help individuals not in your field understand your contributions (e.g., journal impact factor, journal ranking, conference acceptance rates, course evaluation numbers). You may also provide some of this information in a separate document (e.g., Citation Index, Teaching Evaluation Summary). (Recommended, but not required)
- 7) If an area of the required formatting is not applicable to you/your discipline, you can indicate that by putting "N/A" under that section. COAP recognizes that not every area listed will be applicable to every candidate (e.g., HUA Sufficiency's, Patents, Theses, etc.).

CV Order (Required)

Professional Experience

1. Education (in reverse chronological order)
2. Teaching experience at WPI or other universities (in reverse chronological order)
 - Please make sure it is clear when the last promotion occurred (if applicable)
3. Work experience other than teaching (in reverse chronological order)

Teaching

4. Teaching innovations at WPI
 - You are welcome to include a short paragraph addressing teaching innovations (Recommended, but not required)
5. Courses taught at WPI (organized in a table)
 - Please organize by course, listing the terms or semesters in which each course was offered.
 - Please provide: Title of the Course, Term Taught, Enrollment, and summary evaluations for Q1 and Q2 on the WPI course report. (Required)
6. Projects, Theses and Dissertations
 - Please list and number each Humanities Project/Sufficiency, IQP, MQP, Thesis, and/or Dissertation (Required)
 - Please organize this section based on the type of project (Required)
 - e.g., Use a subheading called “Major Qualifying Project (MQP)” and list all the MQPs under this subheading).
 - Please indicate if you advised, co-advised, or consulted each project listed (Required)
 - You could also organize by the role played
 - e.g., using subheaders: MQPs Advised; MQPs Co-Advised; MQPs Consulted).
 - Please list all student names, co-advisor names, and sponsor (if applicable) for each project (Required)
 - For example: Student, A., Student, B., & Student C. (Academic Year of Project). *Title of Project*. Co-Advisors: Faculty A. Sponsor: X.
 - Since your CV will go out to outside of WPI, you may wish to define IQP and MQP on your CV. Here are a few examples of how you could explain these projects on your CV:
 - MQPs: These projects are required of all graduating undergraduates and are equivalent to a senior honors thesis at other institutions. The projects take two-thirds to the entire school year to complete and are equivalent to three or four courses (credit wise).
 - IQPs: This society-oriented project is a degree requirement for undergraduates and typically completed in the junior year. It can be

completed off-campus or on-campus. It is equivalent to three or four courses (credit-wise).

7. Independent studies conducted at WPI

- Please provide: Term ISP was conducted, Title of ISP, Names of Students Involved.
- Please indicate if the ISP served as a Minor Capstone (if applicable)
- Please organize in a meaningful way (e.g., Academic Year, Title of ISP, Minor Capstones, etc.).

8. Academic advising at WPI

- Please list the number of academic advisees each year at WPI.
- You do **not** need to list the names of each advisee.

9. Honors, awards and recognition related to teaching

- Please list any honors, awards, or recognitions you have received related to teaching.

Scholarship/Currency

**Please note: COAP recognizes multiple forms of scholarship. COAP also recognizes that some areas listed under scholarship may be more or less applicable to different fields and types of scholarship. COAP has tried to be as inclusive as possible. If some area does not apply to you, please indicate that with an "N/A". If something important is missing, please add that category and feel free to reach out to a member of COAP for clarification.*

10. List of publications or scholarly contributions (includes exhibits, performances)

- You may divide the list into appropriate groups, such as: Books, Book Chapters, Journal Articles, Conference Proceedings, Reviews, Translations, Other Publications, etc. (Recommended)
- Please arrange these groups in the CV by **listing the most important categories of scholarly publication or dissemination in the candidate's field first**, followed by other categories in *descending order of importance* for this field, discipline, or area of expertise. (Required)
- Numbering each contribution and bolding your name is helpful for reviewers (Recommended)
- Please include the full reference, all author names and in the original order. (Required)
 - E.g., Author, A., Author B., & Author C., (YEAR). Title of Publication. Book/Journal/Conference, volume, page numbers.
- Please make sure your subheadings indicate what is peer-reviewed and what is not peer-reviewed. (Required)
 - E.g., Peer-Reviewed Conference Proceedings, Invited Talked (Not Peer-Reviewed)
- If authorship works in a particular way in your field, you may want to note that at the beginning of the section.
 - e.g., First authorship indicates the lead author on the entire project.
- For any publications, if you'd like to include information on the quality of the

venue (e.g., journal impact factor), you can.

- If not provided in the CV, the it needs to be provided somewhere else in your dossier.

11. Presentations at conferences, seminars, colloquia, and public audiences

- You may divide the list into appropriate groups, such as: Oral Presentations, Poster Presentations, Book Talks, Community Outreach, etc.
- Numbering each contribution and bolding your name is helpful for reviewers (Recommended)
- Please include the full reference, all presenter names and in the original order. (Required)
 - Be sure to indicate if any co-authors are graduate or undergraduate students
 - E.g., Presenter, A., Presenter B., & Presenter C., (YEAR). Title of Presentation. Conference/Organization, Location.
- Use subheadings to clarify which presentations are peer-reviewed and which are not. (Required)
- If available and applicable, you are welcome to provide acceptance rates for conferences (Recommended if readily available).

12. Public Scholarship Artifacts

- Please provide any scholarly works that are available online, to non-academic audiences, in specific communities, or in more popular press areas.
- This may be especially pertinent for scholarship of integration, application and practice, teaching and learning, and/or engagement.
- This can include things like: popular publications (e.g., op eds), dissemination of instructional materials, dissemination of teaching and learning assessment tools, software, websites, blogs, databases, podcasts, videos, digital humanities projects, Educational, Community, or Public Outreach Programs etc.).
- You may divide the list into appropriate groups as needed
- You may provide indicators of impact such as number of views, shares, likes, etc.

13. Scholarship in progress, including manuscripts submitted, in press, or in preparation

14. Fellowships and grants—Awarded, Pending, & Denied

- Please provide information on all fellowships and grants that are awarded, currently pending, or applied for but not received.
- Please indicate your role (PI, co-PI, Senior Personnel, Consultant, etc.) and include the name of all other PIs and Co-PIs (including where they are).
- Please indicate the sponsor, dates, and amounts of award or request.
 - For multiple PI/co-PI awards indicate level of contribution to the proposal and level of effort under the award

15. Post-doctoral advising, including dates of supervision and current position of advisees, if known

16. Patents awarded or pending

17. Consulting and/or Sustained Partnerships

- Provide any information on any consulting projects related to scholarship
- Provide any information on sustained partnerships with key stakeholders (e.g., communities).

18. Other Items

- Includes: start-ups, software packages developed, policy adaptations, approaches, methods, and/or tools adopted and/or assessed by others, generation of major gifts to endow programs, etc.

19. Honors, awards and recognition related to scholarship/creativity

Service

** If you hold a leadership role in any of these categories, please indicate what that role was (e.g., Committee Chair and dates.. If you did significant work in any service area clarify what that work entailed (e.g., led committee, wrote motion, etc.).*

20. Service to WPI

- Use subheadings to identify the type of WPI service
 - E.g., Administrative Leadership, Campus-Wide, Department
- Include dates served and indicate any leadership roles (e.g., Chair, Secretary, etc.)
- Example activities: Faculty Search Committees, Staff Search Committees, Administrator Search Committees, Ad hoc task forces, University Committees, Departmental/Program Committees, Special Events (panels, workshops, open houses, etc.), Insight Advising; WPI Faculty Mentoring Programs, Advisor to student clubs, Greek life, academic groups, Accreditation activities, Professional Association Letter Writing, Student Recommendation/Reference Letter Writers.

21. Service to Profession

- Use Subheadings to identify the type of Professional Service
 - E.g., Memberships and offices held in professional societies, letter writing (e.g., External Reviewer), Ad hoc taskforces/committees in professional societies, etc.
- Include dates served and any leadership roles

22. Conference organization, editorial and referee services

- Use subheadings to identify activity
- Example Activities: Journal/Conference/Grant Reviewer, Organizer of conference, workshop, symposia, panels, Chair/Discussant for Conference Session, Editor or Editorial Board positions,
- Please clarify role for conference organization positions as chairing a session may mean different things (e.g., showing up versus running session).

23. Non-academic contributions to student welfare

- Example Activities: career guidance, graduate school guidance, informal mentoring/social support for students, student recruitment, advisor to student organization
- Please clarify role in activity.

24. Significant civic, cultural, religious, and similar contributions

- Example Activities: volunteer work for community, pro bono consulting, volunteer services to community
- Please clarify role in activity.

25. Honors, awards and recognition for service

Other

26. Other jobs and experiences

- If there are any other jobs or experiences that you believe are important to note, you can put those here.