Curriculum Vitae Guide

Office of the Provost & Executive Vice President
Division of Academic Affairs

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College of Agriculture and Life Sciences

College of Architecture, Art and Design

College of Arts and Sciences

College of Business

College of Education

College of Engineering

College of Forest Resources

College of Veterinary Medicine

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Material in this Guide is provided for educational purposes.

MSU Guide for Preparing Your Curriculum Vitae
for the MSU Academic and Research Community

Introduction

According to an online article about curricula vitae (CVs) and resumes available from the University of North Carolina at Chapel Hill (http://writingcenter.unc.edu/handouts/curricula-vita-cvs-versus-resumes/), both documents provide information about your professional accomplishments, yet they differ in some important ways:

- Resumes are very brief (typically one page) descriptions of your skills and accomplishments as related to a particular career or position.
- CVs are more detailed, providing information about all of your professional accomplishments.

This Guide is provided to faculty members and graduate students as a **suggested** style that may be used for a CV. Not all sections suggested for a CV must be used, and the order in which they are presented may vary depending on the intent of the CV. For example, typically contact information and education appear first, but someone who is applying for a high-level administrative position and has already reached the level of a dean may choose to move administrative experience closer to the beginning of the CV.

Also, faculty should follow any and all requirements when composing a CV for a particular purpose such as an NSF grant proposal or a special awards program. The style suggested in this Guide is for more general purposes.

The suggested sequence of the CV is: education and training; certification and licensure; academic, administrative, and clinical appointments; research interests; grants; honors and awards; memberships in professional societies; editorial positions, boards, and peer-review service; teaching; committee, organizational, and volunteer service; consulting positions; visiting professorships, seminars, and extramural invited presentations; patents; and bibliography (peer-reviewed journals and publications, non-peer-reviewed publications; book chapters, books, other media, and abstracts). Publication dates should include month and year (e.g. 5/2011-6/2014). A given accomplishment might be listed under one of several headings, depending on the nature of the accomplishment and which areas you particularly want to emphasize

Standard spacing, titles, and fonts enable your reader to more clearly understand your portfolio. This Guide suggests the following:

- Font for Header - Name, Present Title, University Address, Telephone Number, Email Address - should be size 12.
- Font for Titles of sections should be size 14.
- Font for body of CV should be size 12.
- Font for the footer is automatically configured when using the footer option (9 or less).
- Footer should include name, date of CV, and page. Place low at bottom of each page.
- The CV should **NOT** include social security number, date of birth, gender, marital status, spouse, children's names or ages, etc.
- If a section doesn't apply just omit it, rather than including the heading and writing "none."
- Timeline gaps, after finishing graduate school, are usually accounted for under the Training or Appointment headings, whichever is appropriate.

Your college may have a preferred format for the advancement dossier curriculum vitae. If so, please compare it to the headings and descriptions noted in this Guide. However, as a document for use institution-wide, some items emphasized by your department or college may not be noted here. If so, it is advised to include them under one of the noted headings and avoid using "other" as a category.

This Guide provides headings and descriptions of the items that should be presented in your curriculum vitae (CV) and allows you to organize the information in your CV by the headings and sections that represent the academic mission and your career pathway. Organizing your CV in this manner will facilitate clear presentation of your accomplishments during your annual evaluation, your College Promotion and Tenure Committee, and the University Promotion and Tenure Committee.

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COMPLETE NAME

Include your name and office contact information (department name, office address, room number, city, state, zip code, telephone and fax number, and e-mail address).

EDUCATION and TRAINING

List the education and formal training you have received, in chronological sequence by inclusive dates, most recently completed listed first, and concluding with college degree. Include degree earned, institution, and state. Training would include fellowship/postgraduate or postdoctoral programs.
- Ph.D. – field, institution, and year of conferral
- Residency – title, institution, field of training, and dates (month and year) of start and completion
- Postdoctoral fellowships – title, institution, field, and dates (month and year) of start and completion

PROFESSIONAL EXPERIENCE

- Academic - A chronological employment history since education and training should be evident.
- Administrative - If Administrative Appointments are extensive or if explanations and descriptions are included, list as a separate section (Administrative Portfolio).
- Clinical (Veterinary Med) - If Clinical (Veterinary Medicine) Appointments are extensive, list separate as section (Veterinarian's Portfolio).
- Other Organizations (public/private)

List positions held by the job title. Begin with the most recent or current position. If any position was less than full time indicate the percent of your commitment. Include roles and position titles for the subheadings noted. For each listed position, in addition to the title note the inclusive dates, institution/organization, and state/location.

Examples include:
Academic Appointments (rank, specific track, and month and year achieved):
- Clinical Lecturer, Assistant Professor, etc.
- Clinical Instructor, Clinical Assistant Professor, etc.
- Research Investigator, Research Assistant Professor, etc.

Administrative Appointments:
- Dean, Associate Dean, Assistant Dean, Department Chair, Associate Chair, Section Head, etc. (with relevant dates-month and year).

Clinical Appointments:
- University Veterinarian, Veterinarian Volunteer, Director, Assistant Director, etc. (with relevant dates-month and year).

HONORS AND AWARDS

Chronologically list awards, honors, special recognition received. Include the award title/type and date. A very brief explanation of the award significance may be included if not clear from award title, such as in awards named after individuals significant within a field but potentially unknown beyond those peers.

MILITARY EXPERIENCE

If relevant, include your branch, locations, ranks, duty type, separation status, present status, and years of military service.

Skip this heading if not-applicable.

CERTIFICATION or BOARD STATUS
Date achieved and type.
Skip this heading if not-applicable.

LICENSES
List date issued, state, and current status as active or inactive. <u>Do not include any license numbers; DEA numbers, etc.</u>
Skip this heading if not applicable.

PUBLICATIONS
The material most valued in your discipline should be listed first in chronologically reversed ordered (most recent first) list as would be cited in a reference.

Peer Reviewed Articles
Used subtitles for Published, In Press, Under Review.

Include **only** items published, in press, or under review. Provide an accurate citation. Highlight your name among listed authors by *italics*, **bold** or <u>underlining</u>. Publications should be consecutively numbered beginning with most recent as #1 to #X oldest.

If you served as the mentor for a student or junior colleague and are in the last author position indicate with an asterisk (*) at your name and a notation immediately under the publications heading as follows:

*Indicates mentor
   An original peer-reviewed publication typically describes an original scholarly observation, hypothesis, research, or theory. If your contribution is an editorial, letter, practice guideline, or review, please describe it with an appropriate underlined descriptive phrase.
   a.) When   a publication has a long list of authors, it is efficient to list first three authors and last author with your name in the middle followed by its position as a fraction. Then in brackets concisely explain your role.
   - E.g., Washington G, Adams J, Jefferson T…your name (7/25)…Smith HG. [I performed micro- array studies and edited final paper.]

   b.)   Regarding scholarly contributions to publications <u>without</u> authorship: Faculty members may contribute substantively in terms of study design, analysis, or writing to a team that produces a publication without receiving visible authorship. Such large projects may be listed here in this subsection and described as a publication without authorship offering the faculty member's role described in brackets. This type of contribution to a publication doesn't include mere provision of animals, samples, or supplies.
   - **E.g., Large group authorship:** UK collaborative randomized trial of neonatal extracorporeal membrane oxygenation. The Lancet 348:75-82, July 13, 1996. [D. Field – I chaired the Steering group.]
   - **E.g., Small group authorship:** The first Japanese case of variant Creutzfeldt-Jakob disease showing periodic electroencephalogram. The Lancet 367:874, March 11, 2006. Case Report. [M. Yamada – Chaired the vCJD Working Group and the CJD Surveillance Committee. I and the other 3 authors did not wish to be public so as to protect patient confidentiality.]

Non-refereed and other publications
Chronologically reversed ordered (most recent first) list original works, review articles or similar items which have been subject to peer review and subsequently published in scientific and scholarly journals that have editorial boards and a system of critical review for all submissions for publication in hard copy or electronic form. List as would be cited in a reference.

Book Chapters
Chronologically reversed ordered (most recent first) list as would be cited in a reference. List authors of chapter, title of chapters including title of book, edition, author(s) of book, publisher, location, and dates.

Books
Chronologically reversed order (most recent first) list as would be cited in a reference highlighting your role as an author or editor. List authors of book, title of book, edition, publisher, location, and dates.

<u>**Non-authored Publications**</u>

A specialized category typically relevant for clinician scientists or clinicians involved in large multi-site clinical trials. Include this as a subheading if you were formally acknowledged in a publication for contributions. Also see last section (b) of "Peer Reviewed Articles" above.

<u>**Other Publications**</u>

Chronologically reversed ordered (most recent first) list as would be cited in a reference. Examples include book reviews, working papers, editorial, review articles, letter to editor, web site, software, position papers, background papers, etc.

PRESENTATIONS
*International * National * Regional *Local

Include original invited lectures, and oral presentations noted as they would be cited if referenced -- begin with international and work backwards with national, regional, local. For each presentation, indicate title, sponsoring organization, location where presented, and date. If the presentation was subsequently published by a sponsoring organization for hardcopy or electronic distribution, so note.

These presentations are typically to include those delivered to audiences that are not your regular students or departmental colleagues.

CONFERENCES
* Papers * Posters *Presentations *Proceedings

It is important that you separate conference papers and presentations from published works. An appropriate method of organizing your conference listings would be to include a subcategory for papers, posters, presentations and proceedings at scholarly conferences or academic conventions, and a subcategory for public lectures, if you have given any. If you have given only one or two of each type of paper, poster or presentation, it may be better to group them together than to create multiple categories.

SCHOLARSHIP

Research Funding: ***Current *Pending *Completed**

List grants and contracts in reversed chronological order. Include current, pending, and past/completed funding. <u>For each listing the following should be clearly noted</u>:

- Project title, your role (such as principal investigator, site PI, investigator, etc.), and percent effort.

- Funding agency/organization and grant number.

- Direct cost amount supported.

- Inclusive dates/project duration.

NOTE: If you are **NOT** the PI or Co-PI, and you choose to list a grant, you should provide the pertinent information above and **ALSO** a one-line explanation of your role on the project to avoid misleading the reviewer as the PI/Co-PI on the project.

If students, residents, fellows, post-docs, or junior faculty were mentored as part of funded research indicate by annotation.

Teaching Materials Developed
List in date order by most recent. Include the title, type of material developed. Note if materials were peer reviewed; indicate date and review source.

Scholarly Activities and Creative Achievements
List training grants, contracts, entrepreneurial activities, patents, and other achievements that give rise to intellectual property. For each listing the following should be clearly noted:

- Project title, your role (specify principal investigator, project director, evaluator, project faculty, or indicate other title).

- Your percent effort.

- Funding agency/organization and contract/award number.

- Project budget or direct cost amount supported.
- Inclusive dates / project duration.

If students, residents, fellows, post-docs, or junior faculty were mentored as part of the funded training grant or contract, indicate by a notation.

TEACHING

Course participation: * Department * College * Campus * Other

If teaching occurred somewhere other than MSU, indicate the institution and location. Include specifics wherever possible such as inclusive dates, course number and title. Specify students instructed: undergraduate or graduate students. Include contact/classroom hours or credit hours when applicable and your role such as instructor/co-instructor, course coordinator, etc. If role has been continuous, note starting date to present and frequency of offering.

If teaching is typically not in a classroom, note any formal presentations given in addition to identifying the mentored setting such as laboratory exercises.

Mentoring and Advising
List students mentored for thesis or dissertation work and include your trainees for at least the 6-years past. Note the period of training and any awards or support provided.

Indicate service on student committees or as chair for master's or doctoral candidates thesis and/or dissertation committees. Include student mentoring/advising.

Separately list, by name, early career faculty or novice peers you have mentored with inclusive dates.

LANGUAGES

This category is most common for scholars in the humanities and social sciences and allows you an opportunity to specify your reading, writing, and oral fluency in languages.

Career Advising
List departmental or college assigned career advising activities with which you have been involved for pre-med, pre-dental or vet-med students, graduate medical education trainees, graduate students, or postdoctoral students/fellows.
Include descriptions of the career advising activities, years in which activities occurred, and numbers of students and/or trainees involved.

Contributions to Continuing Educ.
List sabbaticals you sponsored. List other continuing education offerings given by you for discipline or interdisciplinary audiences and include title, date, and location.

PROFESSIONAL SERVICE
*Department * College * Campus and University

Clinical/Animal Care provided by a veterinarian or other clinician faculty member. If clinical services are provided indicate type of practice, estimate of time commitment to these duties and quantify or note volume of animal referrals or relevant process or outcome indicators. Provide inclusive dates for listed items.

Clinical Leadership provided in faculty role can be noted and may include your involvement in service planning, coordinating, delegated supervision, or systematic facilitation/guidance of clinic team or health professionals, support staff and/or personnel tasks focused on client satisfaction/animal care service delivery improvement. Provide inclusive dates for listed items. Committee Service (non-education focused) listings should include the committee title and service dates. If you held a leadership position so note.

Educational Administration and Leadership listings would include roles held for educational planning, coordinating courses or seminars, providing supervision and direction of undergraduates, interns, residents, graduate and postdoctoral students, fellows, or for interdisciplinary teaching. Provide inclusive dates for each listing.

National/International Service
This notation is for roles other than as a reviewer. Note involvement in professional organizations and societies. Include offices held or leadership roles, consulting provided. Include dates or term of service as relevant for each listed item. Examples include serving on study sections or as a reviewer for granting agencies, leadership roles in national/international organizations.

Local/Regional Service
Service provided outside of Mississippi State University to professional organizations and relevant community organizations. Include dates and list offices held or leadership roles, consulting provided/ term of service. Examples include serving as an editor, grant reviewer or in other capacities for a local or regional organization.

Service to other Organizations
Include service provided at academic institutions other than Mississippi State University with inclusive dates of service.

Community Service
Include service to lay and other relevant community organizations; list inclusive dates of service and any leadership roles.

MEMBERSHIPS
Professional and scientific memberships should be listed with inclusive dates. Offices held or leadership positions should be noted.

PROFESSIONAL GROWTH AND DEVELOPMENT

Continuing education completed should list short courses, conferences, or similar events attended. Include those particularly relevant to improving your knowledge/skills in education, research or service. If the list is extensive include especially those items most recent and/or relevant to your teaching, research and/or service roles.

Sabbaticals or formal course work in progress. Include dates and hosting organization. If the course of study resulted in nationally recognized/formal certification or a degree do not list here; include under education and training.

OTHER

Other offers a category for listing items that do not appropriately fit any of the preceding headings. Any items listed should be relevant to academic career advancement or your professional expertise. Provide dates for each listed item.

LAST UPDATED DATE
Note when CV was last updated. This is helpful if there is a need to submit a new CV during the advancement process due to a significant achievement added while review is on-going. Notation ensures a common reference so that the correct copy of the CV is provided to reviewers.

FORMAT NOTES
Include a FOOTER (preferred) or HEADER with your name, department, and the page number on every page.

Use a simple FONT typeface with print size 10 to 12.

Questions about preparing the CV for academic advancement can be directed to your Department Chair, the Dean's Office of your college or MSU's Office of Academic Affairs.

REFERENCES USED FOR THIS GUIDE

Crafting the Winning Curriculum Vitae: workshop offered by the MSU Libraries as part of the Survival Skills for Graduate Students and the Practical Professor workshop series. The workshop is offered every semester and is also available for groups and classes.

Writing the Curriculum Vitae: https://owl.english.purdue.edu/owl/resource/641/01/
Resource page from Purdue's Online Writing Lab (OWL) which provides an overview of the CV writing process and examples.

Manage Your Career: The CV Doctor Returns
http://chronicle.com/article/The-CV-Doctor-Returns-2010/124492/
A special column found periodically in the Chronicle of Higher Education. Includes examples of actual CVs and accompanying critiques of the documents.