

## Suggested Curriculum Vitae Outline

*The CV is prepared by the candidate with advice from mentors. This outline presents a suggested checklist for organizing the content of the CV. Candidates should generally follow this outline, but also 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 Texas AgriLife Research or Texas AgriLife Extension Service 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
  - 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

<b>Courses Taught</b>			
<b>List Courses</b>	<b>Credit Hours</b>	<b>Frequency Taught</b>	<b>Student Evaluations Average</b>
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
  - Evaluations by class
  - Tabular summary of student opinion survey of teaching
  - Evidence of student learning (pre- and post tests)
- Professional peer evaluation
  - Prepared materials
  - Exit interviews of students
- 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.)
- 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?)
- 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 Committee 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 Texas A&M System and Texas.
  
- Describe your role in obtaining external and internal funding to support your research programs (grants, contracts, etc.) *List specific grants and contracts later in Section IX.*

## VI. Extension

*Extension is defined as the "Application of research-based knowledge to provide high quality, relevant education programs and services to the people of Texas, resulting in knowledge and/or behavior change".*

### Suggested Contents

- Program statement (cumulative for career). Summarize Extension programs in a paragraph (maximum of 1/2 page) showing how your programs have been developed and expanded over time.
  - Area of program emphasis/specialization
  - Objectives and methods
  - Interaction with research, teaching, and service

- Summary of Program Development, Implementation and Evaluation for areas of emphasis (maximum of 1-2 pages)
  - Contributions to targeted clientele, industry, and society
  - Evidence of demand for your program over your career
  - Include relevant information on citations of Extension programs, requests for Extension materials, and invitations to make major presentations at meetings or workshops, etc.
  - Include examples of interviews, requests for information, etc.--Include factual statements involving invitations to consult, write, review, fund projects, develop out-of-state programs, participate on professional committees, present testimony, participate on government and industry task forces, etc.
  - Include evidence of program adoption or diffusion across the region, state, and nation.
  
- Teaching Effectiveness and Quality
  - List all presentations for past 2 years by level: 1) peer reviewed selected presentations by national, regional, state level; 2) presentations made by national, state, regional and local level; 3) list on-line courses and internet teaching efforts developed, as appropriate, 4) list invited lectures in courses at Texas A&M or other universities. Use appropriate citation form to indicate date, title of presentation, geographic location (for 1 & 2 above), audience type and audience size (optional). List in reverse chronological order.
  - Use table format similar to the second table in Section X to summarize here the presentations made by you over your career by year, major topic(s), number/type of presentations by national, state, and local level, and participant numbers (optional).
  - Provide selected examples of quality and effectiveness data from clientele evaluations and from professional development training evaluations; provide peer evaluation feedback, if appropriate. Use table format to summarize teaching effectiveness evaluation data..
  - Provide short narrative, if needed, to describe multi-state programs/trainings.
  - Unsolicited Comments on Educational Program Impact (2 pages maximum). Quote comments from clientele feedback that indicate the impact of your Extension educational program. Select comments from a cross-section of clientele groups, Extension faculty, and industry contacts both in and out of state. The comments should identify leadership, the innovativeness of your programs, program impact, and the quality of presentation and materials.
  
- Program and Organizational Support:
  - Describe role in obtaining external and internal funding to support involvement in Extension programs (grants, contracts, etc.) *List specific grants and contracts in later in Section IX.*
  - List multi-media and internet education efforts, newsletters, press releases, and unnumbered handouts that are not included elsewhere, as appropriate. These could be summarized by number, subject, and category for the career. Evidence of clientele use of web-based educational materials could be included.

## 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 or extension organizations, governmental agencies, the local community, and the public at large."*

- Examples of excellence and effectiveness in service are:
  - Officer in a national professional organization
  - Service on a major governmental commission, task force, or board
  - Administrative leadership role within Texas A&M System
  - 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, Research or Extension Agency committee
  - 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, Research, Extension 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 improvement and activities
  - List professional and honorary societies and associations
  - Contributions to societies and associations
- Cumulative summary of activity on editorial boards, as editor, editorial board, and reviewer
- Cumulative summary of committees and offices held
  - 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 (quantify activities and accomplishments and summarize when possible.)
  - Student recruiting and placement
  - Student clubs advising
  - Coop and/or intern program
  - Administrative duties
  - Committees

- University service
  - Committee assignments and accomplishments
- Extension service
  - Committee assignments and accomplishments
    - Include national, multi-state, state and regional
- Federal government service
  - Testimony for Congress (title, date, committee)
  - Task forces and review panels for government agencies, e.g., GAO, CSREES, other USDA, etc.
- International service (move to international section, if appropriate for you)
  - Agency title, nature of activity
  - Collaborative agreements developed (nature, funding, dates, accomplishments)
- Community or statewide service
  - Committees, task forces, government agency assistance, commodity group service
- Projects, roles, and accomplishments (funding not needed)
  - List industry or agency
  - Indicate activity and duration
  - Summarize accomplishments or contributions to your programs.

## **VIII. International**

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

### Suggested Contents

- Program statement. Summarize your international program activities in a paragraph (maximum of 1/2 page) showing how your program has developed 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 international program activities (maximum 1-2 pages).
  - Contributions to area of emphasis
  - Contributions to profession
  - Contributions to industry/governments
  - Evidence of demand for program over your career. Factual statements need to be provided. (See Research subheading, for example.)

## IX. Grants and Contracts Awarded

Include a TABLE summarizing grants and contracts received, dollars, etc.

### Grants and Contracts

Type and Role	Since Last Promotion		Career	
	Total dollars to all PIs	Dollars allocated to your program	Total dollars to all PIs	Dollars allocated to your program
<b>External Competitive</b>				
PI				
Co-PI				
Total (PI + Co-PI)				
<b>Internal</b>				
PI				
Co-PI				
Total (PI + Co-PI)				
<b>Other</b>				
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		
Research Agency Publ.		
Extension Agency 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)
- Research Agency and government bulletins
- Extension publications (printed and web-published)
- Departmental publications
- Workshop manuals or workbooks
- Computer programs and documentation
- Book reviews
- Popular articles
- Slide sets, video tapes, PowerPoint presentations
- Research symposia and workshop presentations, handouts
- Contract reports
- Dissertation or thesis

## -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 (if applicable to job assignment)			
National			
Regional			
State			
Local			

## **XI. Professional Honors and Awards**

- Complete title of award
  - Name of organization and date awarded
  - Brief description of what the award was for
  - 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)