

MATERIALS FOR MERIT REVIEW: Curriculum Vitae (CV)

The College does not currently require a particular format for CVs, but it does specify that the following must be included:

- Education—institutions, degrees granted, dates
- Ph.D. dissertation title
- Employment—institutions (including UW), positions, dates
- UW committees and other duties
- Research projects, grants, contracts—funding agencies, dates, amounts of funding, individual's role (PI, co-PI, other)
- Professional offices and awards, with dates
- Talks, papers, or presentations—dates, type of presentation (invited, contributed, and/or refereed)

Furthermore, the CV should contain a “complete bibliography with entries listed in full bibliographic format, including (for print publications) the **range of page numbers** or number of pages” that also indicates:

- the type of each publication (article, book, review, monograph, technical report, etc.)
- the principal author(s) on multi-authored publications
- those publications which have had outside peer review before acceptance for publication
- a labeling of nonpublished material as “in press” or “accepted for publication,” “submitted” or “work in progress” (note that the College considers “forthcoming” to be ambiguous and it should be avoided)
- details about degree of contributions to co-authored papers or co-edited books

The College notes that “the performing and visual arts represent a special category with respect to a bibliography, where performance, recording, and exhibition largely take the place of publications and oral presentations. In these fields, files should clearly separate solo from group efforts and efforts with national or international impact from those with regional impact.”

The College does not provide guidelines concerning digital projects and public humanities projects, but any listing should include an explicit statement of one’s role and level of contribution (information about individual and institutional collaborators), as well as funding, the timeline, scope, planned outcomes, and intended impact. You might consider providing a link to a site or online portfolio that provides more extensive documentation.

The Department also recommends providing the following listing of teaching and mentoring (the College requires this information in separate documents for promotion cases, which the department prepares):

- A list of all courses taught at the UW, with dates
- A list of graduate students supervised, with student name, thesis topic, degree, dates, and the faculty member's committee role (chair or member)

If relevant and applicable to rank, faculty should add:

- List of journals and presses for which one has undertaken peer review
- List of institutions for which one has written tenure and promotion evaluations.
- Editorial positions and administrative positions held
- Service to department, college, university, and community

All faculty may consider adding:

- Technical proficiencies and skills—HTML & CSS, Online Project Management, Social Media, etc.
- Language proficiency
- Membership in professional organizations

Finally, be aware that, while not required or universally advised, many faculty in English (and external reviewers) expect that all entries will appear **in reverse chronological order** under each heading and subheading.