

STANDARD FACULTY CURRICULUM VITAE

The following outline for a Faculty Curriculum Vitae has been prepared by the Office of Faculty Affairs and Professional Development. While its use is not required, faculty may wish to use it as a guide for presentation of their work for RTP purposes.

When undergoing a review for retention, tenure, or promotion, present a complete curriculum vitae but designate clearly those activities that are relevant to the period of review.

NAME

EDUCATION

Institution	Years Attended	Degree	Major
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Title of Dissertation

PROFESSIONAL POSITIONS AND RANKS HELD (IF APPLICABLE)

Institution	Rank	Date
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TEACHING EFFECTIVENESS (Or Other Primary Assignment)

If the primary assignment is other than teaching, in whole or in part, applicable headings should be used for or added to this section.

List of All Courses Taught.

Quantitative Student Evaluations.

Summarize each course taught in table form. Include the following:

Total number of students enrolled in course.

Number of students who completed evaluations.

Quantitative mean scores.

Comparative departmental means, if available.

Masters Degree Committee Membership.

Include the student name and title of the thesis/creative work/etc. Note those which you chaired.

Awards and Formal Recognition for Teaching and/or Advising

PROFESSIONAL ACHIEVEMENT AND GROWTH

Publications, Presentations, Creative Work. Etc.

Provide a reverse chronological listing of activities in the area of professional achievement and growth, using the applicable headings as listed below. You may not have activities to list under each heading and you may have activities for which the headings below do not apply. In the latter case, please include a relevant heading.

Only papers and other scholarly works that have been formally accepted without qualification for publication or presentation, or have actually been published or presented, should be listed here. List work under review and work in progress under separate headings below.

In the case of multiple authorship, the major contributing author should be indicated. If all authors contributed equally, this should also be noted. Student co-authors should be designated.

Peer reviewed journal articles.
Editor reviewed journal articles.
Non-peer reviewed journal articles.

Books (other than edited volumes) and monographs.
Edited books.
Chapters in edited books.

Published papers in proceedings (indicate whether peer reviewed).
Unpublished, peer-reviewed conference presentations.
Invited presentations.
Non-peer reviewed conference presentations.
Bulletins and technical reports.

Book reviews.

Curricular innovations

Externally critiqued performances or juried exhibitions of works (for example, musical compositions, choreography, art works, films, electronic media productions, literary or dramatic works, designs, or inventions).
Non-juried or externally critiqued performances or exhibitions of works.

Work under Review.

Work in Progress.

External Awards Funding.

List all funding you have received from external agencies or foundations.

Grants and Contacts.

Funded research on which you are or have been the principal investigator. Specify the amount and the period of funding.

Funded research on which you are or have been a co-investigator. Specify the period of funding.

Proposals for research funding you have submitted that were not funded.

Funded training grants on which you are or have been the equivalent of the principal investigator or co-investigator. Specify the amount and the period of funding.

Proposals for training grants you have submitted that were not funded.

Foundation and Other Funding.

Specify the nature and the amount of the funding.

Prizes and awards for research, scholarly or creative work.

SERVICE TO CAMPUS AND COMMUNITY

Campus.

Departmental committees and assignments.

College committees and assignments.

University committees and assignments.

CSU committees and assignments.

Other governance activities.

Administrative services to/for the University. Include department chair or administrative positions for which substantial assigned time was received in the Teaching Effectiveness or Other Primary Assignment section.

Community

Editorships of or service as a reviewer for journals or other learned publications.

Participation in professional organizations (office held, committee work, conference organizing, etc.).

Service to governmental agencies at the international, federal, state, or local levels.

Service to business and industry.

Service to public and private organizations.

Service to citizen/client groups.

Clinical services.

Other professional/public service if not included elsewhere.

The faculty curriculum vitae may also be organized as follows:

1. Name

2. Education

- List universities attended, dates, degrees, and academic major

3. Professional Education

- List of academic and professional positions in chronological order and include dates, location, and title of position.

4. Honors and Awards

- List all honors and awards in chronological order and include name of honor/ward, organization bestowing the award/honor, location, and year.

5. Publications

- List in chronological order your research or scholarly works, publications (author/s), title, name of publication, location, date, volume, page), presentations (title, organization, location, date, juried/non-juried), creative works, and works in progress.

6. Professional and Civic Activities

- List all activities and accomplishments in professional and community organizations that are related to your field of expertise in chronological order.

ORGANIZATION OF SUPPLEMENTAL MATERIALS

The placement of items in the Supplemental Materials should be as congruent as possible with the organization of the Faculty Curriculum Vitae.

Teaching Effectiveness

1. Classes taught

- List all classes, in chronological order, taught at San Francisco State University since your appointment as a probationary tenure track faculty. Include course number, title of course, and census enrollment.

2. Teaching Materials

- Include syllabi and other materials such as examples of PowerPoint presentations, selected web materials, handouts, and the like.

3. Student Evaluations

- Include blank copy of the department's teaching effectiveness evaluations form.
- Include the statistical evaluations in chronological order, for all courses evaluated.
- Summarize the quantitative data in a table or chart.
- Include a copy of all student evaluations, both quantitative and qualitative. If the department chooses, it may send a transcription of all qualitative data. In any event, either transcriptions or copies of all evaluations submitted for a class must be included.
- Include an evaluation of advising effectiveness.
- The only anonymous student evaluations acceptable are those collected in class as part of the regular classroom evaluation of teaching effectiveness. Any additional student evaluations/comments/letter must be signed by the student and dated. Only student evaluations collected in this manner can be placed in the faculty's department personnel file.

4. Peer Evaluations

- Include peer evaluations and clearly indicate course number, title, semester, date of evaluation, length of time class observed (i.e., 1 hour/2 hours, etc.) and signature of evaluator.
- Include other types of evaluations of teaching assignment by peers, such as evaluations of supervisory activity in the field by professional colleagues off-campus.

Professional Achievement and Growth

Professional achievement and growth, disciplinary or interdisciplinary, may be exhibited in a variety of ways, including research, publications, clinics and workshops, presentations to professional societies, leadership in professional societies, development of new areas of expertise, attainment of new professional licenses or certification, creative work, curricular and/or programmatic innovation, unpublished manuscripts, or similar work in progress. Although in general no single category of professional achievement and growth is viewed as more important than others, individual departments may emphasize one category as more important than another within the framework of the department's needs and service to the students, and this emphasis shall be considered in the evaluations.

Research and Publications

- Include copies of publications, professional presentations, research projects, unpublished manuscripts.
- Include letters documenting acceptance of forthcoming publications, software, grants, etc.
- Include scholarly evaluations of work.
- Include translations of articles published in non-English journals or documented evaluation of non-English publications.

Creative Works (i.e. musical compositions, choreography, art works, films, electronic media productions, literary or dramatic works, designs/inventions, exhibitions, performances)

- Include the creative work itself, a reproduction or replica of the work, or a detailed description.
- Include whatever critical reviews may be available.

Professional Leadership (Promotion Only. For Tenure, include under Community Service)

- Include evidence of elections to or offices held in professional societies, awards, honors, other forms of formal recognition by professional societies, new licenses or certificates, conducting clinics, workshops, symposia, editorial boards or referee, professional consulting, etc.
- Include evidence of community involvement which applies professional expertise and results in professional innovations.

Curricular Innovations

- Include curricula/programmatic innovations in the discipline, across disciplines, or for the benefit of General Education.
- Include the development of new areas of instructional expertise.
- Include activities which demonstrate the development of original academic programs, new courses or course content, disciplinary and/or pedagogical approaches, applications of technology, etc.

Contributions to Campus and Community

Promotions

Contributions to Campus

- Include administrative assignments (other than primary assignment), faculty governance, committee work, special advising assignments (i.e., General Education, Liberal Studies, Special Major), program development, sponsorship of student organizations, direction of non-instructional activities and projects.
- Include descriptions of the nature and extent of work accomplished, committee documents, letters from students/colleagues, project reports, etc.
- Include assessments of the nature and quality of the candidate's work in the activities listed.

Contributions to Community

- Include a description of professional/service contributions to the community at the city, state, national, and/or international levels.
- Include assessments of the nature and quality of the candidate's work in the activities listed.

Retention/Tenure

Community Service

- Include a description of professional/service contributions to the community at the city, state, national, and/or international levels.
- Include assessments of the nature and quality of the candidate's work in the activities listed.

University Non-Teaching Activities

- Include administrative assignments (other than work for which you have received assigned time which should be included under primary assignment), faculty governance, committee work, special advising assignments (i.e., General Education, Liberal Studies, Special Major), program development, sponsorship of student organizations, direction of non-instructional activities and projects.
- Include descriptions of the nature and extent of work accomplished, committee documents, letters from students/colleagues, project reports, etc.
- Include assessments of the nature and quality of the candidate's work in the activities listed.

Index to the Supplemental Materials

The index should *itemize and identify by title and date* each document in the Supplemental Materials in the order in which they are included.

I. Teaching Effectiveness

- A. List of classes taught and assigned time received by semester.
- B. List of selected course materials in the order of appearance in the Supplemental Materials.
- C. List of student evaluations in the order of appearance in the Supplemental Materials identified by semester and year (include all student quantitative and qualitative evaluations).
- D. List of peer evaluations in the order of appearance in the Supplemental Materials by name of evaluator, semester and year.
- E. List of other evaluations of your academic assignment in order of appearance in the Supplemental Materials.

II. Professional Achievement and Growth

- A. Scholarly Work, Creative Work, Curricular Development, Unpublished Manuscripts, or Work in Progress.
 1. List, in order of appearance in the Supplemental Materials, of each item of documentation and evaluation, if any, of publications, creative productions, technical reports, published software, grants/contracts awarded, etc.
 2. List, in order of appearance in the Supplemental Materials, of each document confirming forthcoming scholarly or artistic work.
 3. List, in order of appearance in the Supplemental Materials, of each description and evaluation, if any, of work in progress.
 4. List, in order of appearance in the Supplemental Materials, of each document and evaluation, if any, related scholarly or artistic presentations at professional associations and conferences.
 5. List, in order of appearance in the Supplemental Materials, of any other evidence of scholarly or artistic achievement.
 6. List, in order of appearance in the Supplemental Materials, of each document confirming curricular development.
- B. Curricular Innovations:

List, in order of appearance in the Supplemental Materials, of documentation of activities which demonstrate the development of original academic programs, new courses, or course contents, pedagogical approaches, applications of technology, etc.

III. Contributions to Campus and Community (Promotions)

- A. List, in order of appearance in the Supplemental Materials, of administrative assignments (other than work for which you have received assigned time which should be included under primary assignment), faculty governance, committee work, special advising assignments (i.e., General Education, Liberal Studies), program development, sponsorship of student organizations, direction of non-instructional activities and projects.
- B. List, in order of appearance in the Supplemental Materials, of documentation of each of your contributions through organizational offices held or active committee work.
- C. List, in order of appearance in the Supplemental Materials, of documentation of each of your consulting activities.
- D. List, in order of appearance in the Supplemental Materials, of documentation of each of your community service activities.
- E. List, in order of appearance in the Supplemental Materials, of documentation of unrefereed professional writing completed as part of professional activity (for newsletters, etc.).
- F. List, in order of appearance in the Supplemental Materials, of honors and awards for scholarly and professional activities.

For **retention and tenure** reviews, index contributions to campus and to the community under separate captions of Community Service and University Non-Teaching Activities.