**College of Arts and Sciences**

**“Standard Form” for Lecturer Vitae**

*Single-space each entry. Double-space between each entry. Print section headings, in order, as shown. Additional sections may be added as needed.*

**Name Department Date**

**Educational History:**

*Degree earned, date granted, granting institution and address, major field of study (repeat above as appropriate) Thesis/dissertation title, name of thesis/dissertation advisor*

**Employment History** – principal positions since the Bachelor’s degree

*Job title, beginning date-ending date, employing organization and address. (repeat above as appropriate)*

**Employment History** – concurrent temporary or visiting appointments, consultantships

*Position description, beginning date-ending date, organization and address (repeat above as appropriate)*

**Professional Recognition, Honors, etc.** (Teaching, research, service) *Name of honor, description, date, awarding organization (repeat above as appropriate)*

(Start new page)

**Short Narrative Description of Teaching, Research and Service**

**Interests.**

*No more than one page in length; written for a non-specialist reader. It is understood that not all lecturers participate in research and that, therefore, not all lecturers will have a Research Interests section on this page.*

**TEACHING ACHIEVEMENTS**

**Classroom Teaching:**

*Year; Semester; Name of course; Course number; Number of students*

*(repeat above as appropriate)*

**Undergraduate Student Mentoring:**

*Name of student; Date; Degree; Type of project or Name of program*

**Graduate Student Mentoring:**

*Name of student; Date; Degree; Type of project or Name of program*

**Curriculum Development or Teaching Administrative Positions:**

*Description; Date*

(Start new page)

**Service:**

*List as appropriate, with academic year and description of service Administrative work in Department, College or University Activities Professional service including reviewing for journals or funding agencies*

*Administrative work with professional societies, elect offices held*

*Community service, etc.*

(Start new page)

**Scholarly Achievements (not all lecturers participate in scholarship in their disciplines, but for those who do, please list as described below:** *List in chronological order within each separate subsection. The exact order of the elements for each reference is not specified, but all elements must be given for each item.*

**Books Authored or Co-authored:**

*Author(s) as listed on title page: Title of book; Publisher; Publisher’s address; Number of pages; Date*

*of publication. (repeat above as appropriate)*

**Books Edited or Co-edited:**

*Editor(s) as listed on title page: Title of book; Publisher; Publisher’s address; Number of pages; Date of*

**Articles in Refereed Journals:**

*Author(s) as listed on title page; Title of article; Name of journal; Volume number; First page-last page*

*number; Year. (repeat above as appropriate)*

**Articles Appearing in Chapters in Edited Volumes:**

*Author(s) as listed on title page: Title of article; Title of volume; Name of editor(s); Name and address of publisher; First page-last page number; Date of publication. (repeat above as appropriate)*

**Other Writings:** (not abstracts)

*Title; Author(s); Description of medium; Publisher; Address; Page numbers; Date. (repeat above as appropriate)*

**Works in Progress:** (divide into subsections by type, as for published work) *Author(s); Title; Name of publisher or journal.*

*Accepted for publication: (Note date of acceptance and probable date of publication) Submitted for publication: (Note date of submission)*

*In preparation:*

**Invited or Refereed Abstracts and/or Presentations at Professional**

**Meetings:**

*Title; Meeting title or name of host organization; Address; Date. (repeat above as appropriate)*

**Contributed (un-refereed) Abstracts and/or Oral Presentations at**

**Professional Meetings:**

*Title; Author(s) list; Meeting title and title of abstract volume if appropriate; Location of meeting; Date; Page (if appropriate). (repeat above as appropriate)*

(Start new page; List in chronological order)

**Research Funding (while many lecturers do not participate in outside funding activity, some do, so an opportunity is provided to list those activities:**

*Project Title*

*Principal investigator(s), as listed on title page*

*Funding organization*

*Starting and stopping dates, amount awarded for the period listed (direct costs and indirect costs)*

*(repeat above as appropriate)*

**Pending Research Funding:**

*Project Title*

*Principal investigator(s) as listed on title page*

*Proposed funding organization Proposed dates and amounts Status of review*

*(repeat above as appropriate)*